

ANNUAL SECURITY REPORT

September 2025



Southside Virginia Community College

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2025 Annual Security Report

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Non-Discrimination Policy

Southside Virginia Community College does not discriminate on the basis of race, color, creed, gender, age, sex, religion, physical or mental disability, national origin, veteran status, marital status, sexual orientation, political affiliation, or genetic information in its programs and activities and provides equal access to the services and other programs at the College. The following person has been designated to handle inquiries regarding the non-discrimination policy:

Ms. Shannon Vassar Feinman, Vice-President for Finance and Administration
 Southside Virginia Community College, 109 Campus Drive, Alberta, Virginia 23821
 Phone: 434-949-1005
 Email: shannon.feinman@southside.edu

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Message from the President



Dear Members of the Campus Community,

We work every day at Southside Virginia Community College to provide high quality academic and workforce services in a safe and secure environment. Please review the very important safety and security information contained in this report. It represents our commitment to your safety, wellbeing, and success. SVCC's security, buildings and grounds, and student support staff along with many others work to maintain a safe and secure campus learning environment. Please review and familiarize yourself with the resources available to inform and assist you.

Our goal is to create and maintain the safest, most secure learning community possible. It takes all of us working collaboratively to achieve this goal. With this in mind, I ask you to take a proactive approach toward your safety and the safety of others. You can assist simply by reporting unusual or suspicious activities or behaviors, and we will make every effort to protect your confidentiality. Reporting an incident does not necessarily result in someone getting into trouble. As an active member of our community, we solicit your assistance and suggestions in responding to crime and safety issues on campus. If you have any questions or would like more information regarding campus safety and security or this report, please contact me at [434-949-1004](tel:434-949-1004) or visit the college website at www.southside.edu.

Dr. Quentin R. Johnson
President, Southside Virginia Community College

Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Act”) requires colleges and universities to report annually information regarding their campus security policies and campus crime statistics. This report is submitted in compliance with the Act. Notwithstanding any other statements or policies of the College to the contrary, the statements and policies set forth herein are, and reflect, the policies of the College with respect to the subject matters thereof, as of the date above written.

Southside Virginia Community College is committed to providing a campus environment in which each student and employee feels safe and secure. Campus safety is the responsibility of all members of the extended College family. As students make up the largest percentage of this group, safety is highly impacted by student actions. The College coordinates its efforts, and maintains a close relationship, with local law enforcement officials.

This report was prepared by the Vice President of Finance and Administration, in coordination with Campus Police, the Title IX Coordinator, and local law enforcement agencies. Much effort has gone into planning and outlining procedures to be followed in the event of the many types of emergencies that can occur on a college campus.

General Procedures for Reporting a Crime or Emergency

Students, faculty, staff, guests, and community members are encouraged to promptly report all crimes and safety issues to Campus Police for the protection of the entire campus community, to aid in providing timely warning notices to the campus community, and to ensure inclusion in the annual crime statistics.

- To report a crime, suspicious activity, or concerning behavior, call one of our security offices at: 434-949-1011 (Alberta) or 434-736-2325 (Keysville).
- For immediate police assistance, call 911.
- To report an incident that is NOT an emergency, you may complete the form available on this page of our website: <https://southside.edu/report-threat>.

Policies for Reporting the Annual Disclosure of Crime Statistics

This report is prepared in cooperation with the Campus Security Department, the Department of Enrollment Management and Student Success, the Title IX Coordinator, and local law enforcement agencies. Each campus office provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to Campus Police and local law enforcement agencies. Counseling staff inform their clients of the procedures to report crimes to the Campus Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to report crime statistics disclosed confidentially during such sessions.

An e-mail notification is made to all enrolled students and faculty and staff that provides a copy of this report, as well as the URL for the report on the College's web site. The web site address of the report is a part of the employment application, and the Admissions web page also includes the URL of the report. Printed copies of the Annual Security Report are available from the Office of the Vice President of Finance & Administration.

List of Officials to whom Student and Employees Should Report Criminal Offenses.

Although we encourage the reporting of campus criminal activity to the Southside Virginia Community College Campus Police, in some instances members of the campus community may choose to file a report with one of the other Campus Security Authorities.

Campus Security Authorities include:

- The members of the Campus Security department;
- Any individual or organization specified in the College's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of the College who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a Campus Security Authority when acting in the role as a pastoral or professional counselor.

Any reportable crime made to a Campus Security Authority will be promptly communicated to Campus Police. For reporting purposes at Southside Virginia Community College, the following have been designated as Campus Security Authorities:

- Campus Police Department
- Vice President of Finance & Administration
- Associate Vice President of Finance and Administration
- Vice President of Enrollment Management & Student Success
- Vice President for Academic & Workforce Programs
- Director of Workforce Development & Continuing Education
- Title IX Coordinator and Deputy Title IX Coordinators
- Counselor for Special Populations
- Members of the College Threat Assessment Team
- Director of Truck Driver Training School programs
- Off-Campus Center Coordinators/Directors
- Director of Human Resources
- Faculty and Staff Advisors to Student Organizations
- Supervisors of Adjunct Education
- Academic Counselors

Confidential/Anonymous Reporting Procedures

If the victim of a crime does not want to pursue action within the College system or the criminal justice system, he/she may still want to consider making a confidential report. With the victim's permission, a police officer can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while allowing the College to take steps to ensure the safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College. Upon written request, the College will disclose to an alleged victim of a crime of violence as defined in Section 16 of Title 18 USC, or a non-forcible sexual offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime of offense. If the alleged victim is deceased as a result of such crime of offense, the next of kin of such victim shall be treated as the alleged victim.

Pastoral/Counselor Reporting Procedures

Licensed counselors and campus pastoral counselors are exempt from reporting requirements under applicable law. Southside Virginia Community College encourages counselors and clergy, if and when they deem it appropriate, to inform those whom they counsel of the procedures for reporting crimes on a voluntary, confidential basis for inclusion into the Annual Security Report. As noted, confidential reports/anonymous reports are extremely valuable in order to prevent further victimization and to obtain a more accurate portrait of Southside Virginia Community College campus crime.

Campus Police

Campus Police strive to make the Southside Virginia Community College campus a pleasant and safe place to live, study and work. It is the purpose of the Department to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility, and fulfill community commitments. SVCC is an open campus and most buildings and areas are unlocked and accessible during the day.

SVCC employs one full-time Chief of Police, one full-time Campus Police Officer and two part-time campus security officers (CSO), one on each main campus. The Chief of Police is a certified law enforcement officer in the State of Virginia and has the authority to investigate crimes and make arrests. In order to conform to Virginia State Regulation 6 VAC 20-270, all colleges and universities employing college, university, or private security companies must submit to the Virginia Department of Criminal Justice (DCJS) a properly completed and signed application for certification on behalf of the Campus Security Officer (CSO). CSO's have no law enforcement authority and cannot make arrests. Members of the physical plant/buildings and

grounds (B&G) staff assist the CSOs as needed. Additional personnel and local law enforcement assist at large events such as graduation.

SVCC also has a safety patrol program which employs students in an observation-and-report-only format. The mission of the Campus Safety Patrol personnel is to serve and assist the students, faculty, staff, and guests of Southside Virginia Community College by assisting with campus safety and striving for a safe and healthy educational environment. The Campus Safety Patrol program serves as a proactive approach for observing and reporting any potential safety concerns or issues to Campus Police or SVCC staff. The primary goal of this position is to help create a safe educational environment by providing proficient observation, reporting, and oral communication skills. Generally, 2-4 students are employed for up to 20 hours per week each.

CSOs and B&G are responsible for opening buildings in the morning and securing buildings in the evening when automated systems are not in place. Individual classrooms and labs are opened per schedules that are developed by each department. Computer labs and other areas with special equipment are locked at all times unless the class instructor or lab instructor is present. Office areas are opened by individuals working in those areas.

Students, staff, and visitors at Southside Virginia Community College should report any known criminal activity or actions, or any emergency occurring during daytime operating hours to security, maintenance/buildings and grounds staff or business office. Crimes and emergencies will be reported as appropriate to the appropriate authorities. Report any suspicious activity during the evening to the night administrator and/or security and maintenance/buildings and grounds staff. Emergency call boxes are located at various locations across campuses. Emergencies involving immediate safety or health concerns should be addressed by calling 911.

The college facilities close at 9 p.m., Monday through Thursday. With the exception of Saturday classes or other special events, the college is closed from 7:30 p.m. Friday to 7:30 a.m. Monday.

Campus Police report to the Vice President of Finance & Administration. During daytime office hours, phone contact can be made with the Vice President of Finance & Administration at 434.949.1005. The email contact for the Vice President of Finance & Administration is shannon.feinman@southside.edu.

Security personnel work closely with local, state, and federal law enforcement. The College has mutual aid agreements with the following law enforcement agencies that cover our campuses:

- Alberta Police Department
- Brunswick County Sheriff's Office
- Charlotte County Sheriff's Department
- Chase City Police Department
- City of Emporia, VA Police Department
- Cumberland County Sheriff's Office
- Fort Pickett Military Base-Garrison Unit
- Greensville County Sheriff's Office
- Halifax County Sheriff's Office

Lunenburg County Sheriff's Office
Mecklenburg County Sheriff's Office
Nottoway County Sheriff's Office
Prince Edward County Sheriff's Office
South Boston Police Department
South Hill Police Department
VA Department of Corrections
VA State Police

SVCC does not have any officially-recognized student organizations with off-campus locations.

Programs to Inform Students and Employees about Campus Safety

New students are informed during orientation sessions at the beginning of each academic year about security and campus safety procedures and practices. Also described are typical types of crime situations that might arise on campus, and how to avoid them through crime prevention measures, including personal safety tips.

Throughout all security programs a common theme is stressed: every member of the College community is responsible not only for her/his own safety, but also for the safety of others. Individuals are encouraged to report any unusual or suspicious person or circumstances promptly to Campus Police or SVCC staff. In addition, Campus Police encourages the accurate and prompt reporting of all crimes when the victim of such crime elects or is unable to make such a report.

New employees are provided with information regarding security and campus safety procedures and practices, including a description of the responsibilities of security personnel, crime reporting procedures and use of the security telephones.

Threat Assessment

If you are aware of an emergency, or immediate safety concerns, call 911 and report the danger to law enforcement. If you are concerned about threatening behavior or a disturbing situation, that is NOT an emergency event, use the "Report Threat" link on the webpage or contact one of the team members listed below or submit the information on this threat assessment online form. You may also submit your information via email to threat@southside.edu.

Early Intervention is essential. Preventing violence and supporting the safety and well-being of the college community are responsibilities of all members of the SVCC community. Campus safety is enhanced through community members identifying behaviors of concern and reporting the concerns in a caring and timely manner. Early identification of such concerns allows SVCC to intervene more effectively to address behaviors that are threatening or significantly disruptive to the learning, living and working environment of SVCC.

The Threat Assessment Team

Virginia law requires the institution to have a threat assessment team to identify, assess and intervene with individuals whose behavior poses a threat to the safety of the campus community.

The SVCC Threat Assessment Team is staffed by representatives from several college departments. The mission of the Threat Assessment Team is to determine if an individual poses a threat to self, others, or the SVCC community and to intervene to avert the threat and maintain the safety of the situation. The team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons in an attempt to prevent violence so that SVCC remains a safe and secure working and learning environment.

The Threat Assessment Team:

Chad Wollenberg: 434-949-1033 or chad.wollenberg@southside.edu

Alefunzo Uzzle: 434-949-1082 or alefunzo.uzzle@southside.edu

Sydney Nichols 434-321-7089 or sydney.nichols@southside.edu

Eddie Bennett: 434-736-2055 or eddie.bennett@southside.edu

Vincent Brown: 434-949-5511 or vincent.brown@southside.edu

Matt Dunn: 434-736-2020 or matt.dunn@southside.edu

Shannon Feinman: 434-949-1005 or shannon.feinman@southside.edu

Theresa Henderson: 434-949-1089 or theresa.henderson@southside.edu

John Hicks: 434-949-1070 or john.hicks@southside.edu

Mary Manns: 434-736-2057 or mary.manns@southside.edu

Alfonzo Seward: 434-949-1092 or alfonzo.seward@southside.edu

Roger Wray: 434-949-1040 or roger.wray@southside.edu

Identifying Concerning Behavior

There are many behaviors that may cause concern for the safety and well-being of an individual, or the campus as a whole. The following is not an exhaustive list but provides examples of concerning behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns;
- Extreme reaction to a loss or traumatic event;
- Preoccupation with weapons, violent events or persons who have engaged in violent acts;
- Uncharacteristically poor performance;
- References to harming others or planning a violent or destructive event;
- Evidence of depression, hopelessness, or suicidal thoughts/plans;
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions;
- Strained interpersonal relations, isolating behaviors, or low self-esteem;
- Significant change in life circumstances such as loss of job or relationship;

Again, these are just examples of behaviors that may cause concern. If you observe or become aware of situations that cause concern for safety, consult with colleagues, supervisors or college officials and report your concerns.

Reporting Concerns: "It may be nothing, but..."

If you have concerns about a person or situation, even if you think it may be nothing, you are encouraged to share the information. The information you provide, no matter how trivial it may seem by itself, may be critical to understanding a broader range of problematic or threatening behavior.

How to Share Your Concern

Emergency Situations: If you are aware of an emergency, or immediate safety concerns, call 911 and report the danger to law enforcement.

Non-Emergencies: If you are concerned about threatening behavior or a disturbing situation, that is NOT an emergency event, contact one of the team members listed below or submit the information on this online threat assessment form (This form goes only to members of the team). Or you may email the team at threat@southside.edu.

What You Need to Share

When providing information, please include the name of the person you are concerned about, the behaviors you observed, and your name. While the Threat Assessment Team does accept anonymous reports, if you do not identify yourself, the team has fewer options for addressing the situation you are concerned about.

What Will Happen to the Information You Share

Your identity and the information you share will be treated privately with your safety in mind. The information will be used to address the situation in a respectful and helpful manner. The college's Threat Assessment Team will gather more information about the situation and implement a plan to enhance the safety of the campus community.

Emergency Response, Notification, and Evacuation in Event of Emergency

Timely Warnings

In the event that a crime, as listed in [34 CFR 668.46\(c\)\(1\)](#), is reported to a Campus Security Authority and is considered by the College to represent a threat to students and employees, the Vice President of Finance & Administration will issue via campus-wide email a “timely warning” to students, faculty and staff to aid in the prevention of similar crimes. The names and other identifying information of victims will be withheld as confidential.

The purpose of this policy is to ensure the issuance of Timely Warnings regarding certain crimes posing a serious or ongoing threat to the campus community. The policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) by establishing procedure for the College regarding the circumstances and delivery of Timely Warnings for serious or ongoing threats.

A Timely Warning is a notification provided to the campus community to:

- Notify students, faculty, and staff of certain crimes under the Clery Act that may represent a serious or ongoing threat to the campus community,
- Heighten safety awareness, and
- Seek information that may lead to the arrest and conviction of an offender.

The decision to issue a Timely Warning is made on a case-by-case basis considering the nature and circumstances of the crime and the danger posed to the community. A Timely Warning is made only after the occurrence of a Clery Act crime that has been reported to a campus security authority or local law enforcement. Not every instance of a Clery crime represents a continuing or serious threat to the community and therefore a Timely Warning is not issued in every instance of a Clery crime on or near the campus. A Timely Warning is only required when the reported crime represents a serious or ongoing threat to the campus community, and it occurred on campus, on public property bordering campus, or on property otherwise owned or controlled by the College. Other dangers to the campus community are addressed through emergency communications, such as text messages, emails, and Southside Alert.

Timely warnings include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. A Timely Warning also includes other available information that the College determines will help members of the campus community protect themselves, ranging from descriptive information about suspects to tips on deterring theft, assault or other crimes. The content and amount of information varies depending on the nature of the threat, the amount of information available at the time, and the risk of compromising law enforcement efforts, in addition to other factors.

Timely warnings typically are issued by the following College officials: President, Vice-President of Finance and Administration, and Vice-President of Academic and Workforce Services. A Timely Warning typically is made through campus-wide emails sent to students and employees.

Consideration and Criteria Used to Determine Whether to Issue a Timely Warning

The College will issue a Timely Warning whenever the follow criteria are met:

- A Clery Act crime is reported to a campus security authority or local law enforcement;
- The crime occurred in a Clery Reportable Location; and
- There is a serious or ongoing threat to the campus community because of this crime
- The decision to issue a Timely Warning shall be made on a case-by-case basis using the following criteria:
 - Did the incident occur more than 30 days prior to the report?
 - Was the suspect identified?
 - Was the suspect known to victim?
 - Was there a relationship between the suspect and victim?
 - Was the suspect apprehended?
 - Is the suspect in custody?
 - Does the suspect have prior arrests, reports of complaints, or any other history of violent or other criminal behavior?
 - Is there a no-contact order in place?
 - Does the suspect have a history of failure to comply with a College No Contact Order, other protective measures, or judicial protective order?
 - Did the incident involve physical violence or serious property damage or theft?
 - Has the suspect threatened to commit physical violence?
 - Did the incident occur while the victim was unconscious, physically helpless or unaware that it was occurring?
 - Did the incident involve multiple victims?
 - Does it appear to be an isolated incident involving a specifically “targeted” victim?
 - Does the report reveal a pattern of behavior (e.g., by suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location)?
 - Did the suspect use “date-rape” or similar drugs or intoxicants?
 - Did the suspect use a weapon during the incident?
 - Did the incident occur while the victim was unconscious, physically helpless or unaware that it was occurring?
 - Was the victim under 18 years of age?
 - Was there a significant delay between the incident and the report date?
 - Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

Emergency Notification

Most emergency situations are handled routinely by the front-line staff in departments with response activities conducted at the field level. Once an emergency or disaster has occurred or is imminent, the responding department establishes on-scene incident command, including the designation of an Incident Commander (IC) and establishment of an Incident Command Post (ICP). The IC provides command and control, which includes planning, accountability, and carrying out a plan to manage the situation. The IC allocates resources assigned to the incident, including those activated through local mutual aid agreements. In the event that multiple departments/areas within Southside Virginia Community College are affected, an on-scene IC may be present at each of several separate incidents. Depending on the scope of the incident/emergency/event, resources needed, and coordination necessary within and outside the

Southside Virginia Community College, the Emergency Operations Center (EOC) may be activated to provide support for IC field operations.

Southside Alert

Southside Virginia Community College uses Southside Alert to immediately contact employees and students during a major crisis or emergency. This is an opt-in program that does require the user to register. We also utilize this system to send out notifications concerning college closings and delays. A College official, without delay, will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. And, without delay, taking into account the safety of the community, the official(s) will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the official(s), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will be disseminated to the campus community.

Southside Alert delivers important emergency alerts, notifications and updates to you on all your device based on your selection.

- E-mail account (work, home, other)
- Cell phone

To utilize Southside Alert, you do need to register, if you have not done so already. Go to our Southside Alert webpage for more information and to register at www.southside.edu/alert or text “svccalert” to 888777.

The following individuals are permitted to issue Timely Warnings and activate a “Southside Alert”.

- President
- Vice President of Finance and Administration
- Vice President of Academic & Workforce Programs
- Vice President of Enrollment Management and Student Success
- Associate Vice President of Finance and Administration
- Director of Institutional Advancement and Marketing
- Director of Institutional Effectiveness
- Dean of Nursing, Allied Health and Natural Sciences
- Dean of Career and Occupational Technologies
- Chief Information Officer
- Director of Human Resources
- Director of Communications & Assistant Advancement Officer
- Buildings and Grounds Superintendents or designees
- Campus Police/Security Officer

Public Address System

Emergency announcements will be broadcast of the public address system on the two main campus sites. These speakers are located in each of the buildings.

SVCC Website

The SVCC Homepage (southside.edu) will display emergency notifications.

Media Outlets

Local media outlets will be notified in the event of certain emergencies.

Radio: WSHV 101.9 South Hill, WHLF 95.3 South Boston

Television: WTVR Channel 6 Richmond, WWBT Channel 12 Richmond, WRIC Channel 8
Richmond, WSET Channel 13 Lynchburg

Social Media

Door-to-Door Alerts

Additionally, megaphone announcement and door-to-door alerts may be used in certain situations.

Emergency Response and Evacuation

Effective and efficient response and communication are essential components of any emergency plan, as well as testing the emergency response and evacuation procedures. SVCC is committed to testing the procedures at least annually.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene will usually be local law enforcement and the local rescue squad, and they would respond and work together to manage the incident. Depending on the nature of the incident, other local or federal agencies could also be involved in responding to the incident. In the event of a crisis or emergency situation, students, faculty and staff will be immediately notified of the situation and provided direction on how to avoid potential harm. The College has emergency text messaging capability (Southside Alert) for members of the College community. Through this method, the College can send an almost instantaneous cell phone text message warning all who have provided the requisite information on the nature of the emergency and how to respond. Students, faculty, and staff are strongly encouraged to provide cell phone numbers for inclusion in the emergency notification system.

Emergency evacuation fire drills are required and mandated by the Virginia Statewide Fire Prevention Code, Chapter 4. The 2008 Higher Education Opportunity Act requires testing of the College emergency response and evacuation procedures. SVCC complies with the provisions of the aforementioned Code and Federal Statute. A fire evacuation drill is conducted annually for all required facilities and quarterly for all assembly buildings. In addition, SVCC participates in the annual Statewide Tornado Drill and Earthquake Drill, which are both announced in advance.

The evacuation drills as described above are designed to prepare building occupants for an organized evacuation in case of an emergency and are used to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, assembly locations, and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm or related emergency notifications system components. All drills are monitored by Buildings & Grounds, the Incident Management Team, Campus Administration Leaders and Building Emergency Coordinators to evaluate egress, behavioral patterns, as well as evacuation efficiency. Afterwards, feedback and recommendations are gathered for improvement and to assess and evaluate emergency plans and capabilities.



Earthquakes

If indoors: Drop, Cover, & Hold on. Drop down, take cover under sturdy furniture or against an inside wall, and hold on until the shaking stops and it is safe to exit.

If outside: Stay outside and stay in a clear space away from buildings, trees, and utility lines.

Once the shaking stops, exit the building as you would for a fire emergency.

Getting Information

SVCC sends out Southside Alerts to the campus community during a major crisis or emergency that affects the college schedule via:

Text: Faculty, staff, and students may register through <https://southside.edu/alert> or by texting "svccalert" to 888777

Audio: PA System

Web: An alert message will be posted on the homepage at <https://southside.edu/>

E-mail: Blast e-mail to southside.edu accounts

People: Campus Police, Area Coordinators/Building and Grounds (B&G) staff

Tornados/ Severe Weather

The tornado warning will be given on the PA system and/or by Southside Alert.

- Seek shelter in an inner room marked as a "tornado safe" room (in each building) until notified by college officials that it is safe to leave.
- Use your arms to protect your head and neck. Protect your body with any available sturdy equipment.
- Stay away from electrical lines, devices, and windows.
- PA announcement of "all clear" will be made after the danger has passed.

**Alberta
Police
ext. 481011
434.949.1011**

CALL 911

**Keysville
Police
ext. 492325
434.736.2325**

Weather closings or delays are given to the following stations:

TV-SVCC TV channel broadcasts:	Radio Stations	AM Station	FM Station
WTVR Channel 6 CBS Richmond	WHLF (South Boston)	1400 (WAJL)	95.5 FM
WRIC Channel 8 ABC Richmond	WSHV (South Hill)	1370	101.9 (WKSX)
WWBT Channel 12 NBC Richmond			
WSET Channel 15 ABC Lynchburg			

**Main campus numbers:
Alberta 434-949-1000 Keysville 434-736-2000**

The Safety Plan is available at: <https://southside.edu/campus-safety-security>

Active Shooter/ Dangerous Persons

- Prepare to: Run - Hide- Fight
- Remain calm, do not engage the intruder unless unavoidable.
- Alert others when possible.
- A quick and quiet escape is suggested, if it can be done safely.
- If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions officers may give you. If you cannot safely exit the building, seek secure shelter.
- Close and lock doors and windows, lower blinds, cover windows, remain out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.
- Remain quiet, turn off cell phones ringers.
- Only one person from the room should call police at 911 and tell them where you are, where the dangerous person is, and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- Assist others if they are injured.
- Do not respond to any unfamiliar voice commands until you can be sure they are coming from a police officer.

Review the [Run, Hide, Fight](#) video for additional information <https://southside.edu/campus-safety-security>

Revised 06/2025



Utility Outages

Electricity: Upon the loss of power to the campus, staff and students may be initially asked to vacate their offices and classrooms and move to the student lounges which are equipped with emergency lights. Emergency generators will come on.

Heating/Cooling: No action is required for temporary disruption. Buildings may be closed for prolonged outages or extreme temperatures.

Water: Discontinue all water usage. If there is no water after 6 hours while classes are in session, health regulations may require the building to be closed.

Sanitary Sewer: Discontinue flushing and draining of wastewater until informed to resume.

Medical Situations

- Call 911 if emergency. State: who, what, where, when, why, & how the situation occurred
- Call switchboard if need additional assistance
- If needed, locate the nearest Automated External Defibrillator (AED) or first aid kit.

Automated External Defibrillator (AED)
Alberta: (4) Instructional Bldg. Hallway, Workforce Rm 114, Maint. Bldg. Rm 100, SSC upstairs navigation area

Keyville: (4) GSSV Rm 32A, SSC Room 129, Workforce Rm 104, Maint. Bldg. Rm 100

First Aid Kits
Many located on each campus, including all labs, secretary offices, kitchens, and break rooms.

Hazardous Materials

- Remove students from danger and notify staff to vacate to a safe area
- Notify 911 if emergency, otherwise call B&G at ext 451040 (Alberta) or 492055 (Keyville). B&G will make an announcement if needed and contact the Incident Management Team
- Locate the Material Safety Data Sheet (MSDS) if the substance is known (located in each chemistry lab and B&G). southside.kha.com
- Take the exposed person and MSDS to the nearest exit and proceed to the hospital ER, unless emergency services are on the way. Notify ER before entering to prevent further exposures.

Bomb Threats

Report any bomb threats to 911 and Campus Police (email Emergency@southside.edu). Safety Administrators will evaluate and determine whether to evacuate.

- Once a bomb threat is announced:
- Do not touch or move any suspicious objects, take your belongs if quickly accessible
 - Do not turn lights on or off, or use radios or cell phones, only land-based telephones
 - Evacuate the location, moving at least 300 feet from the area, locking doors to prevent entrance
 - Do not reenter the area until directed by law enforcement and fire department authorities

Emergency Terms

CALL: 911

Alberta 434-949-1011
Keyville 434-736-2325

Important Locations

If an emergency is announced on the PA system you will be given one of the following instructions:

Shelter in Place: Choose an interior room or one with as few doors and windows as possible. Remain there until the danger has passed. *Examples:* Tornado, severe weather

Seek Secure Shelter: Get into a lockable space, like an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate mode. Get under a desk or other surface to hide. Wait for further instruction from law enforcement. If the threat is in your building and you can safely flee, then do so.

Examples: Active shooter or dangerous person immediately threatening the campus.

Evacuate: Immediately leave the building that you are in, exiting through the nearest and safest exit. If the fire alarm has not been activated, do so. *Examples:* Fire, smoke.

Avoid Area. Warn others: In these types of incidents, the emergency is localized on campus. College officials do not want anyone near the area and want you to alert others of the emergency. *Examples:* Hazardous materials spill, flooded roads, aircraft accident, bomb threat, civil disturbance, fire, gas leak, or power lines down.

B&G is Buildings & Grounds, our facilities and maintenance department.

Call Boxes

Alberta: (3) Tennis Court, Workforce Development Bldg, Main Parking lot

Keyville: (5) Main Parking Lot, Workforce Development Bldg, parking lot, between the Instructional Bldg. and Student Services Center

Evacuation Locations:

Alberta: Call box in main parking lot, Maintenance parking lot, field behind Student Services Center

Keyville: Call box in main parking lot, main front field, call box in Workforce, ball field

Revised 06/2025

Policies Applicable to Students

Many of the security policies of the College applicable to students are set forth in the Catalog/Student Handbook. The Catalog is posted on the southside.edu website.

General Expectations

The College assumes that members of the student body will exhibit mature and responsible behavior. The policies and regulations of the campus are designed to encourage students in this direction. The College will not attempt to rigidly supervise the life of each individual student on campus or in the nearby community. However, as long as a person is a member of the student body, we expect that each student will function in a manner that will reflect creditably on the College. Thus, unseemly conduct by individual students or interpersonal behavior that violates acceptable community standards of conduct will subject the student or students involved to disciplinary action, including possible suspension or expulsion from the College.

Prohibited Student Conduct

Comprehensive student conduct policies and information are included in the *SVCC Catalog and Code of Student Conduct*. It may be found at this link [SVCC Code of Student Conduct](#). Disorderly conduct threatens a productive academic environment and will not be tolerated. Disciplinary action by the College shall be limited to conduct that adversely affects the college community's pursuit of its educational objectives.

Misconduct Violations of the following list of conduct violations, which is not all-inclusive, are subject to disciplinary action.

- A. Threat to Health or Safety: When the student's continued presence at the college is deemed to constitute a threat to the health, safety or welfare of members of the campus community.
- B. Bomb Threat, Fire Alarm, Hoax: When the student activates a fire or lockdown alarm without cause, or makes a threat to bomb or damage college property, students, faculty, staff, or visitors; or undertakes a hoax involving use of a supposedly destructive device or substance; or encourages, incites, or solicits any person to commit such a threat or such an act.
- C. Weapons: When the student possesses, on his or her person, or uses weapons, to include guns, knives, or other dangerous objects. No weapons are permitted on campus.
- D. Theft: When the student engages in theft, larceny, embezzlement, or the temporary taking of the property of another without consent.
- E. Riot: When the student incites or engages in a riot or a disorderly assembly.
- F. Drugs: When the student engages in the possession, use, sale or manufacture of illegal or controlled substances.
- G. Forgery: When the student forges, alters, misuses, or falsifies college documents or records.

- H. Computer Security: When the student makes unauthorized use of computer resources, or makes unauthorized efforts to penetrate or modify any computing hardware or software.
- I. Disruption: Disruption of a classroom, laboratory, library, office, hallway, public student space, such as the student center, meeting or hearing.
- J. Failure to Comply: Failure to comply with a college official appropriately acting in the performance of his or her duties.
- K. Verbal Abuse: When the student utters obscene words or engages in verbal abuse that constitutes harassment of others.
- L. Assault, Battery, Fighting: When the student engages in non-sexual assault, battery, or fighting.
- M. Harassment: When the student engages in psychological abuse, racial, or other non-sexual harassment.
- N. Property Destruction: When the student destroys damages, defaces, or misuses public or private property.
- O. Illegal Entry: When the student illegally enters or occupies state property. P. Gambling: When the student engages in unlawful gambling or gaming.
- P. Alcoholic Beverages: When the student possesses or consumes alcoholic beverages or is legally intoxicated.
- Q. Criminal Charges: When the student is formally charged with the commission of a crime. S. Misuse of Federal Funds: When the student uses federal funds for someone other than him/herself or uses funds in a way that does not support his/her own educational endeavors.
- R. Electronic Bullying: When a student uses Facebook, or any other type of social media, to intimidate or bully a student, faculty or staff member.
- S. Impersonation or Assuming a False Identity: When a student impersonates a college employee or falsely identifies him/herself.
- T. Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

Sanctions

The following sanctions may be imposed upon students:

- A. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- B. Academic Penalty: The assignment of grades is the responsibility of the instructor. Thus, if the instructor determines that a student's work has been intellectually dishonest, the instructor

may require the work be repeated for a lower grade, award an F for the assignment, lower the grade for the course, or award an F for the course.

C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions, in the event of the finding of a violation of any institutional regulation within a stated period of time.

D. Disciplinary probation: Exclusion from participation in privileges or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.

E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.

G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs

Alcohol. In Virginia, people under 21 years of age may not possess, buy or use alcoholic beverages of any kind. Most of our students are under 21. The research in higher education supports that alcohol can have negative impacts on students' academic study environment and can increase incidents of vandalism, violence and sexual assaults on college and university campuses. Therefore, the possession, use or distribution of alcoholic beverages on campus is not permitted. Students who violate College policy or local, state or federal laws regarding alcoholic beverages, including underage possession, are subject to College disciplinary action, criminal prosecution, fine and/or imprisonment. The College expects students to use good decision making with alcohol use and not engage in behavior that will negatively impact his or her educational and personal goals. If students use alcoholic beverages off campus, it is expected that they will maintain proper decorum when they return to campus. Any student found behaving in an inappropriate, rowdy, destructive or unsafe manner on campus while under the influence of alcohol or drugs will be found in violation of the College's alcohol policy.

Students and employees are informed that Virginia laws contain a variety of provisions governing the possession, use and consumption of alcoholic beverages. The laws apply to all students and employees. Some of the pertinent laws and sanctions for violations are summarized below:

- Drinking in Public - A fine not to exceed \$250
- Purchasing for Minors - Confinement in jail for up to 12 months, a fine not to exceed \$2,500, and loss of driver's permit for up to one year with loss of permit mandatory for at least six months

- Underage Possession - Fine not to exceed \$2,500, confinement in jail for up to 12 months, loss of driver's permit for up to one year but with loss of permit mandatory for at least six months
- Driving While Intoxicated - A fine not to exceed \$2,500 (mandatory minimum fine of \$250 for a first offense), mandatory jail time for a first offense based on the level of blood alcohol content, loss of driver's permit up to 12 months (for first offense), use of certified ignition interlock system for restricted license

Illegal Drugs. Illegal drugs may not be marketed, possessed, used or distributed on campus. Any student found in possession or the presence of illegal drugs or drug paraphernalia (including hookahs) may be asked to appear before a hearing board. In the event of the use, possession or possession with apparent intent to distribute illegal drugs, law enforcement may be called to investigate the incident. If students are suspended, they may forfeit their academic work for the current term. Virginia law provides stiff penalties for illegal possession or distribution of drugs. Southside Virginia Community College will cooperate with law enforcement authorities in apprehending and prosecuting any alleged violators of drug laws. A student is found in violation of the College's drug policy if the student is found to be either using an illegal drug or in possession of an illegal drug (which could include evidence of recent possession or use) or drug paraphernalia.

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by Virginia and federal law, are prohibited. Controlled substances are classified under the federal Controlled Substances Act into "schedules," ranging from Schedule I through Schedule VI. Some of the pertinent laws, including sanctions for their violation, are summarized below:

- a. Possession of a controlled substance classified in Schedules I or II (e.g., cocaine, Ritalin, LSD, Ecstasy, anabolic steroids) - term of imprisonment ranging from one to ten years, and a fine up to \$2,500
- b. Possession of marijuana up to one ounce
 - i. Virginia law – no penalty if 21 or older
 - ii. Federal law – up to one year in jail and a fine of up to \$1,000

Conviction of any drug offense could, in addition to above penalties, include a six-month driver's license suspension. Persons convicted of drug possession under state or federal laws are ineligible for federal grants and loans for up to one year after the first conviction, and five years after the second. Under federal law, distribution of drugs to persons under twenty-one is punishable by twice the normal penalty with a mandatory one year in prison. Federal laws set substantially higher prison sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance.

Drug Free Schools and Communities Act

As a recipient of federal aid and federal grants, the College must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 that it will take certain steps to provide a drug-free workplace. Unlawfully possessing, being under the

influence of, using, distributing, dispensing, or manufacturing alcohol or illegal or controlled substances is prohibited on College property, in College vehicles, while conducting College business, or as a part of College activities.

Any employee who is convicted for any drug statute violation must notify his or her supervisor within five days of the conviction. The College will take appropriate action against an employee who violates any part of this workplace rule, up to and including termination and referral for prosecution. Employees not terminated may be required to satisfactorily participate in an approved alcohol or drug abuse assistance or rehabilitation program.

Possession, use, and distribution of marijuana remains prohibited on all Virginia Community College System (VCCS) property and at all community college functions under the Drug Free Schools and Communities Act and the Drug Free Workplace Act. The prohibition affects VCCS students and VCCS employees alike.

Firearms and Dangerous Weapons

No person shall possess, carry or store a weapon on any property owned, leased or operated by Southside Virginia Community College. This policy applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any College facility or within a parked vehicle on College property or the streets within or adjoining College property. Members of a criminal justice agency who are authorized to carry a weapon and have official business on campus are exempt from the prohibition.

Title IX: Policy on Sexual Harassment

Last Revised and Approved by the State Board for Community Colleges
September 23, 2021

Notice of Nondiscrimination

As a recipient of federal funds, Southside Virginia Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is Dr. Robin Daniel, whose office is located at Christanna Campus, Student Services Center, Room 248, and may be contacted by phone at (434) 949-1012 or by email at robin.daniel@southside.edu.

Policy

1. Southside Virginia Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), and Virginia law.
2. This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the remedies that the College can provide.

Purpose

The purpose of this Policy is to establish that the College prohibits sexual harassment and retaliation, and to set forth procedures by which allegations of sexual harassment shall be reported, filed, investigated, and resolved.

Applicability

This Policy applies to prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy.

Definitions

Actual Knowledge: Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a College’s Title IX Coordinator.

Advisor: An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross-examination during a live hearing. Advisors may be but are not required to be licensed attorneys.

Appeal Officer: The Appeal Officer is the designated employee who reviews the complete record of the formal complaint and written statements of the parties during an appeal of a written determination. The Appeal Officer decides whether to grant the appeal and determines the result of the appeal.

Campus: Campus refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College's educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

Complainant: A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may file a formal complaint against faculty, staff, students, or third parties.

Consent: Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Any sexual activity or sex act committed against one's will, by the use of force, threat, intimidation, or ruse, or through one's mental incapacity or physical helplessness is without consent.

1. *Mental incapacity* means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation by using drugs or alcohol. Intoxication is not synonymous with incapacitation.
2. *Physical helplessness* means unconsciousness or any other condition existing at the time which otherwise renders the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

Cross-examination: Cross-examination is the opportunity for a party's advisor to ask questions of the other party and the other party's witnesses.

Cumulative Evidence: Cumulative evidence is additional evidence that has been introduced already on the same issue and is therefore unnecessary. The Hearing Officer has the discretion to exclude cumulative evidence.

Dating Violence: Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Deliberate Indifference: Deliberate indifference refers to a response to sexual harassment that is clearly unreasonable in light of the known circumstances. The College's response may be deliberately indifferent if the response restricts the rights to the Freedom of Speech and Due Process under the First, Fifth, and Fourteenth Amendments of the U.S. Constitution.

Domestic Violence: Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

Due Process: Due process is a right guaranteed by the Fifth and Fourteenth Amendments of the U.S. Constitution. Basic procedural due process guarantees that an individual receives notice of the matter pending that relates to the possible deprivation of a property or liberty interest and the opportunity to be heard. For example, students and employees facing suspension or expulsion/termination for disciplinary reasons must be given notice of the allegations against them prior to any hearing or determination of responsibility. Any disciplinary process must be fair and impartial. Additionally, the opportunity to respond must be meaningful.

Education Program or Activity: An education program or activity encompasses all of the College's operations and includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Examples of education programs or activities includes, but are not limited to, college-sponsored conferences, athletic events and sports teams, student organizations, and wi-fi network.

Exculpatory Evidence: Exculpatory evidence is evidence that shows, or tends to show, that a respondent is not responsible for some or all of the conduct alleged in the notice of allegations. The College must provide the respondent with all exculpatory evidence.

Final Decision: A final decision is the written document that describes any sanctions imposed and remedies provided to the respondent and complainant, respectively, at the conclusion of the formal resolution process.

Formal Complaint: A formal complaint is a document filed and signed by a complainant or signed by the Title IX Coordinator that alleges sexual harassment against a respondent and requests the College to investigate the allegation of sexual harassment. The complainant must be participating in or attempting to participate in an education program or activity of the College when the formal complaint is filed. A complainant cannot file a formal complaint anonymously. The Title IX Coordinator may sign on a complainant's behalf in matters where it is in the best interest of the complainant or the College to do so. The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Freedom of Speech: The freedom of speech is a right guaranteed by the First Amendment of the U.S. Constitution to express one's thoughts and views without unlawful governmental restrictions. As governmental entities, Colleges must not infringe on this right. This Policy expressly prohibits censorship of constitutionally protected expression.

Hearing Officer: A Hearing Officer is the presiding official of a live hearing who must issue a written determination on responsibility. Colleges may choose to hold live hearings with a single Hearing Officer or by committee.

Inculpatory Evidence: Inculpatory evidence is evidence that shows, or tends to show, that a respondent is responsible for some or all of the conduct alleged in the notice of allegations.

Preponderance of the Evidence: A preponderance of the evidence is evidence that shows that the fact sought to be proved is more probable than not to be true. A preponderance of the evidence means evidence that is of greater weight or more convincing than the evidence that supports the contrary position.

Relevance: Relevance refers to evidence that tends to prove or disprove whether the respondent is responsible for the alleged conduct. In determining whether a question is relevant, the Hearing Officer must focus on evidence pertinent to proving whether facts important to the allegations in the formal complaint are more or less likely to be true.

Remedies: Remedies are actions taken or accommodations provided to the complainant after a determination of responsibility for sexual harassment has been made against the respondent. Remedies are designed to restore or preserve equal access to the College's education program or activity. Remedies may be disciplinary or non-disciplinary.

Report of Sexual Harassment: A report of sexual harassment occurs when anyone reports an allegation of sexual harassment to the Title IX Coordinator, or one that reaches the Title IX Coordinator through a Responsible Employee. An individual need not be participating or attempting to participate in an education program or activity of the College to file a report.

The respondent also does not need to be an employee, student, or otherwise affiliated with the College for a person to file a report against a respondent. A report of sexual harassment does not trigger an investigation or the formal or informal resolution process, but it does require the Title IX Coordinator to meet with the complainant and carry out the procedures described in Section S and/or T of this Policy, as applicable.

Respondent: A respondent is an individual who has been reported to have engaged in conduct that could constitute sexual harassment as defined under this Policy. In most cases, a respondent is a person enrolled or employed by the College or who has another affiliation or connection with the College. The College may dismiss a formal complaint when the College has little to no control over the respondent but will offer supportive measures to the complainant and set reasonable restrictions on an unaffiliated respondent when appropriate.

Responsible Employee: A Responsible Employee is an employee who has the authority to take action to redress sexual harassment; who has been given the duty to report sexual harassment to the Title IX Coordinator [or other designee]; or an employee a student could reasonably believe has such authority or duty. A Responsible Employee shall not be an employee who, in his or her position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

Review Committee: A review committee is the committee consisting of three or more persons, including the Title IX Coordinator or designee, a representative of campus security or campus security, and a student affairs representative, that is responsible for reviewing information related to acts of sexual violence.

Sex Discrimination: Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, separates or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in an education program or activity. The College's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment constitutes sex discrimination under Title IX when such response is deliberately indifferent.

Sexual Assault: Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual assault includes sexual violence.

Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual

sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or an STD to another.

Sexual Harassment: Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. *Quid Pro Quo:* The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly;
2. *Hostile Environment:* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity of the College, including a student's educational experience or an employee's work performance; and
3. *Clery Act/VAWA Offenses:* Sexual assault/sexual violence, dating violence, domestic violence, and stalking, as defined by this Policy.

Sexual Violence: Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.

Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the College.

Statement: A statement is a person's intent to make factual assertions, including evidence that contains a person's statement(s). Party or witness statements, police reports, Sexual Assault Nurse Examiner (SANE) reports, medical reports, and other records may be considered by the Hearing Officer even if they were not subject to cross-examination at a live hearing.

Supportive Measures: Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus environment, or to deter sexual harassment.

Third Party: A third party is any person who is not a student or employee of the College.

Title IX: Title IX means Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance.

Title IX Coordinator: The Title IX Coordinator is the employee or employees designated and authorized to coordinate the College’s efforts to comply with its responsibilities under Title IX.

Workday: A workday is any day that the College is open for business. Workdays include days when classes are not held, but when employees are expected to be at work.

Written Determination: A written determination is the written decision by a Hearing Officer that a respondent is responsible or not responsible for a violation of this Policy by a preponderance of the evidence after a live hearing. A written determination also is the result of an appeal decided by an Appeal Officer.

Retaliation

1. No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege provided by this Policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in this Policy.
2. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.
3. Allegations of retaliation that do not involve sex discrimination or sexual harassment but are related to a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege provided by this Policy constitutes retaliation.
4. Allegations of retaliation will be investigated and adjudicated as a separate code of conduct violation. Any person found responsible for retaliating against another person is subject to disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

Reporting Incidents of Sexual Harassment

1. Members of the campus community who believe they have been victims of crimes may report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus security by dialing 434-949-1011 (Christanna Campus) or at 434-736-2325 (Daniel Campus), or to local police by dialing 911 or one of the following phone numbers (listed by county/city within the Southside Virginia Community College service area).

Brunswick County Sheriff’s Office	434-848-3133
Buckingham County Sheriff’s Office	434-969-1772
Charlotte County Sheriff’s Office	434-542-5141
Chase City Police Department	434-372-4244
Clarksville Police Department	434-374-5743
Cumberland County Sheriff’s Office	804-492-4120
City of Emporia Police Department	434-634-2121
Greensville County Sheriff’s Office	434-348-4200

Halifax County Sheriff's Office	434-476-3339
Lunenburg County Sheriff's Office	434-696-4452
Mecklenburg County Sheriff's Office	434-738-6171
Nottoway County Sheriff's Office	434-645-9044
Town of South Boston Police Department	434-575-4273
Town of South Hill Police Department	434-447-3104
Prince Edward County Sheriff's Office	434-392-8101

- Whether or not a report is made to law enforcement, any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by reporting such conduct to a Responsible Employee to ensure that the Title IX Coordinator receives the verbal or written report. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of reports and formal complaints filed with the College.

Southside Virginia Community College Title IX Campus Resources

For a complaint against a Southside Virginia Community College student for sexual harassment, sexual assault, or sex discrimination, or other forms of sexual misconduct, please contact:

Title IX Coordinator: Robin Daniel
 Christanna Campus
 SSC/Student Services Center, Room 248
 434-949-1012
robin.daniel@southside.edu

Deputy Title IX Coordinator: John Hicks
 Christanna Campus
 SSC/Student Services Center, Room 213
 434-949-1070
john.hicks@southside.edu

Marika Peterson
 Christanna Campus
 SSC/Student Services Center, Room 247
 434-949-1064
marika.peterson@southside.edu

For a complaint against a Southside Virginia Community College faculty or staff member for sexual harassment, sexual assault, sex discrimination, or other forms of sexual misconduct, please contact:

Deputy Title IX Coordinator: Shannon Feinman
John H. Daniel Campus
SSC/Student Services Center, Room 131
434-949-1005
shannon.feinman@southside.edu

3. During non-business hours, members of the campus community should report alleged violations of this Policy to Campus Police at 434-736-2325 (John H. Daniel Campus) or 434-949-1011 (Christanna Campus) or by leaving a voicemail or email for the Title IX Coordinator at 434-949-1012 or at robin.daniel@southside.edu.
4. There is no time limit for reporting incidents of sexual harassment with the Title IX Coordinator. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively to the report. Failure to report promptly also could result in the loss of relevant evidence.

Confidentiality and Anonymous Reports

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College must keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment; any complainant or any individual who has been reported to be the perpetrator of sexual harassment; and any witness related to a report or formal complaint of sexual harassment, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law, or to carry out the purposes of this Policy, including the conduct of any investigation, live hearing, or judicial proceeding arising from any report or formal complaint.
2. The College has a responsibility to respond to conduct that violates this Policy. For this reason, most College employees may not keep secret a report of sexual harassment. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and as confidentially as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.
3. Responsible Employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, student activities staff, human resources staff, and advisors to student organizations. All employees must report suspected child abuse or neglect to the Title IX Coordinator as soon as practicable, but no later than 24 hours after forming such suspicion, pursuant to VCCS Policy Number 3.14.6, Reporting Sexual Child Abuse or Neglect.
4. If a complainant wishes to keep the report of sexual harassment completely confidential, it is recommended that he or she reports the alleged conduct to someone without a duty to

report incidents of sexual harassment to the Title IX Coordinator. Full-time employees also may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's response may be limited to providing supportive measures, if appropriate and reasonably available. When supportive measures are provided, the College will protect the privacy of the complainant to the extent possible while still providing the supportive measures.

5. The College may pursue the formal resolution process even if the complainant requests the College to take no action. The Title IX Coordinator will notify the complainant in writing within five (5) workdays of the decision to pursue the formal resolution process when he or she is unable to maintain confidentiality or respect the complainant's request for no further action. The Title IX Coordinator will give the complainant's wishes due consideration.
6. The College will accept anonymous reports, but its response may be limited to providing supportive measures if appropriate and reasonably available. The Title IX Coordinator (or campus security) will conduct a preliminary investigation in an effort to determine the respondent's identity. If the preliminary investigation fails to reveal the identity of the respondent, the Title IX Coordinator shall close the report because the College must have sufficient information to conduct a meaningful and fair investigation. If the identity of the respondent is revealed, the Title IX Coordinator shall proceed as otherwise provided in this Policy. The Title IX Coordinator will notify the complainant in writing of the result of the preliminary investigation promptly after the preliminary investigation.

Immunity

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting a possible incident of sexual harassment. When conducting the investigation, the College's primary focus will be on addressing the alleged sexual harassment and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking or the use of illicit drugs; however, the College will grant immunity from disciplinary action based on the personal consumption of alcohol or drugs to individuals who report incidents that violate this Policy, provided that such report is made in good faith. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Timely Warnings

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to the extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

Interim Measures

1. Immediate Suspension. Prior to the resolution of a formal complaint, the College may immediately suspend the respondent from an education program or activity when it determines that the respondent's continued presence poses an immediate threat to the physical health or safety of any person arising from the allegations of sexual harassment.

Prior to such suspension, the College will conduct an individualized safety and risk analysis, focusing on the particular respondent and the specific facts and circumstances arising from the allegations of sexual harassment that justify the suspension. The College shall notify the respondent in writing of the specific facts and circumstances that make the immediate suspension necessary and reasonable and shall give the respondent the opportunity to challenge the decision immediately following the suspension.

2. Administrative Leave. The College may place a respondent employee on administrative leave prior to the resolution of a formal complaint. Reasons to place an employee on administrative leave include but are not limited to, the continued presence of the employee may be harmful to the employee or other employees; may hamper an investigation into the employee's alleged conduct; or may disrupt the work environment.
3. Mutual No Contact Order. The College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

Supportive Measures

1. The College will offer supportive measures to individuals whether or not a formal complaint has been filed, or whether the alleged incident is under investigation by a law enforcement agency. All requests for supportive measures will be provided if appropriate and reasonably available.
2. Supportive measures may include, but are not limited to, course schedule adjustments, reassignment of duty, leaves of absence, alternative parking arrangements, rescheduling class work, assignments, and examinations; allowing alternative class or work arrangements, such as independent study or teleworking; escort services, increased security and monitoring of certain areas of the campus, and other similar measures. Provisions of supportive measures to either party will be kept confidential to the extent possible.

Procedures to Follow after an Incident

Anyone who has experienced an incident of sexual harassment as defined by this Policy should take the following action:

1. Find a safe place away from harm.
2. Call 911 or if on campus, contact campus security.
3. Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.
4. Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
5. If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.

6. For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
7. You should take the following steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order:
 - a. Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - b. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if the incident involved oral contact.
 - c. Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - d. Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
 - e. Tell someone all the details you remember or write them down as soon as possible.
 - f. Maintain text messages, pictures, online postings, video, and other documentary or electronic evidence that may corroborate a formal complaint.

Support Services

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

2. For information about available resources, go to:

John H. Daniel Campus Student Development Services	434-736-2022
Christanna Campus Student Development Services	434-949-1067
Southern Virginia Higher Education Center	434-572-5453
Occ. Tech Center – Pickett Park	434-292-3101
Estes Community Center	434-372-0194
Lake Country Advanced Knowledge Center	434-955-2252
Southside Virginia Education Center	434-634-9358

Community resources are listed below:

Centra Southside Community Hospital – Farmville	434-392-8811
Crossroads Mental Health Services	1-800-548-1688
Crossroads Substance Abuse Treatment Program	1-800-548-1688
Emporia Family Violence and Sexual Assault Unit	434-348-0100
Family Violence/Sexual Assault Prevention – Brunswick	1-800-838-8238
Madeline’s House Domestic Violence Shelter	1-888-819-2926
Piedmont Crisis Center for Sexual Assault	1-888-819-2926
Sentara Halifax Regional Hospital – South Boston	434-517-3100
Southside Center for Violence Prevention	434-292-1077
Southern Virginia Regional Medical Center – Emporia	434-348-4400
Southside Community Services Board - Brunswick	434-848-4121
Southside Community Services Board - Halifax	434-572-2936
Southside Community Services Board - Mecklenburg	434-738-0154
Tri-County Domestic Violence Program	434-476-1136

Education and Awareness Program

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual assault, domestic violence, dating violence, and stalking.
2. The program, at a minimum, shall include:
 - a. A statement that the College prohibits sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;
 - b. The definition of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;
 - c. The definition of consent;
 - d. Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking against a person other than such individual;
 - e. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
 - f. Information on possible sanctions, procedures to follow after an incident of sexual assault, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
 - g. Written notification about available resources and services and supportive measures available if appropriate and reasonably available.
 - h. The College offers the prevention and awareness program to all new and existing students and employees.

Academic Freedom and Freedom of Speech

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from a student's educational experience or an employee's work performance. Verbal or written communications, without accompanying unwanted sexual physical contact, does not constitute sexual assault.
2. In addressing all complaints and reports of alleged violations of this Policy, the College will take actions to comply with this Policy that recognize and ensure the free speech rights of students and employees. This Policy does not apply to curricula, curricular materials, or abridge the use of any textbooks.

False Statements

The College prohibits knowingly making false statements or knowingly submitting false information. Any individual who knowingly files a false report or formal complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report or formal complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is insufficient evidence of a knowing false statement.

Consensual Relationships

Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility to the other also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly prohibited, are unwise and strongly discouraged. The relationship may be viewed in different ways by each of the parties, in retrospect. Additionally, circumstances may change and conduct that was previously welcome may become unwelcome.

Handling Reports of Sexual Violence

1. The Title IX Coordinator will assist members of the campus community in reporting incidents of sexual violence to law enforcement authorities upon request. When allowable under Virginia law, the Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement.
2. Under Virginia law, the College may determine that the disclosure of information to local law enforcement regarding the alleged incident of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals. The College also is required to notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) when the alleged incident of sexual violence constitutes a felony.
3. Upon receiving a report of an alleged act of sexual violence as defined in this Policy against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall disclose such information to the law enforcement agency

that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

4. If the report of an alleged act of sexual violence would constitute a felony, within 24 hours of the first review committee meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Section S2. The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence), including personally identifiable information, if such information was disclosed pursuant to Section S2. If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.
5. Law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felonious act of sexual violence. Either campus security, the local law enforcement agency, or the State Police will notify the Commonwealth's Attorney pursuant to an MAA/MOU.
6. In addition to the procedures described in this Section, the College must follow the procedures described in Section T following a report of sexual violence.

Handling Reports of Sexual Harassment

1. Upon receiving actual knowledge of sexual harassment in an education program or activity of the College against a person in the United States, the College must respond promptly in a manner that is not deliberately indifferent. The College will treat complainants and respondents equitably by offering supportive measures and by completing either a formal or informal resolution process before imposing any disciplinary sanctions or other corrective actions that are not supportive measures against a respondent. The Title IX Coordinator shall promptly provide a written notification of rights and options to complainants and respondents upon receipt of a report of sexual harassment. The written notification must include, where applicable:
 - a. The available law enforcement options for investigation and prosecution;
 - b. The importance of collection and preservation of evidence;
 - c. The available options for a protective order;
 - d. The available campus options for investigation and resolution under the College's policies, including the complainant's option to file a formal complaint;
 - e. The party's right to participate or decline to participate in any investigation to the extent permitted under state or federal law;
 - f. The applicable federal or state confidentiality provisions that govern information provided by a complainant;

- g. Information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, victim support services with which the College has entered into a memorandum of understanding, or other support services;
 - h. The importance of seeking appropriate medical attention;
 - i. Discuss the College's obligation to disclose information about the report, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, if the review team determines that such disclosure is necessary to protect the health or safety of the complainant or others;
 - j. The possible interim measures that may be imposed when necessary, during the pendency of the investigative or resolution process;
 - k. The supportive measures available with or without filing a formal complaint when appropriate and reasonably available; and
 - l. An explanation to the complainant of the process for filing a formal complaint, including providing the complainant with a Formal Complaint Form, when applicable.
2. The Title IX Coordinator must consider the complainant's wishes with respect to supportive measures.
 3. After providing the information described in Section T1, the Title IX Coordinator must close the report under this Policy if the conduct alleged in the report would not constitute sexual harassment as defined by this Policy, even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not occur on campus or involve an education program or activity of the College, or the complainant decides against filing a formal complaint and the College honors the request. The Title IX Coordinator will notify the parties simultaneously in writing with the rationale for the decision to close the report.
 4. The Title IX Coordinator shall forward the report to the appropriate College official that will determine whether the conduct alleged in the report violates a separate policy or code of conduct.
 5. The Title IX Coordinator will document the action(s) taken and the rationale for such action(s).

Resolution of Formal Complaints

1. The College's Responsibility. The College must provide a prompt, fair, and impartial investigation, and resolution of alleged violations of this Policy. When resolving a formal complaint, the College will evaluate all relevant evidence objectively, including both inculpatory and exculpatory evidence, and will make credibility determinations without reference to a person's status as a complainant, respondent, or witness. The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Finally, at all times prior to a determination of responsibility, the respondent will be presumed not responsible for the alleged conduct. The imposition of interim measures does not constitute a presumption of responsibility.

2. Resolution Process Options. The College may resolve formal complaints either by a formal or informal resolution process.
3. Suspending an Investigation. The College will comply with all requests for cooperation by the campus security or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus security or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus security or local law enforcement agency has completed its gathering of evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.
4. Time Frame for Resolution of Formal Complaint. The resolution of any alleged violation of this Policy should be completed normally within seventy-five (75) workdays of the filing of the formal complaint, unless good cause exists to extend the timeframe. For resolving formal complaints, good cause includes but is not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; or unavoidable scheduling conflicts. The 75-workday timeframe refers to the entire formal resolution process, which includes the initial determination, investigation, live hearing, determination of responsibility, and the imposition of sanctions and provision of remedies, if any. The 75-workday timeframe does not include appeals. If any step of the process must be suspended or delayed for any reason and more time is necessary, the Title IX Coordinator will notify the parties in writing and give the reason for the delay and an estimated length of the delay.

Formal Resolution Process

1. Formal Complaint Form. To initiate the formal resolution process, complainants must complete the Formal Complaint Form or other written and signed document that requests an investigation, Appendix A or electronic submission and submit it to the Title IX Coordinator. The Title IX Coordinator may sign a formal complaint after due consideration of the complainant's wishes. In determining whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:
 - a. The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;
 - b. The complainant's or alleged victim's age;
 - c. Whether there have been other similar complaints of against the same respondent; and,
 - d. The applicability of any laws mandating disclosure.
2. Notice of Allegations to the Parties. After receiving a formal complaint and as soon as practicable, the Title IX Coordinator will contact the parties to schedule an initial meeting. The correspondence must include the following information:
 - a. A copy of the College's Title IX Policy against sexual harassment, including the process by which the College resolves allegations of sexual harassment;

- b. Notice of the allegation(s), including sufficient details known at the time and with sufficient time to prepare a response before the initial meeting. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - c. Notice that each party may be accompanied by an advisor of his or her choice at all meetings and the live hearing who may be, but is not required to be, an attorney, and that each party and advisor will have the opportunity to inspect and review evidence;
 - d. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal or informal resolution process;
 - e. A statement that each party must notify the Title IX Coordinator in writing within five (5) workdays if he or she believes that the Title IX Coordinator has a conflict of interest or bias against the party; and
 - f. A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the resolution of a formal complaint, in accordance with Section Q of this Policy.
3. Complainant's Initial Meeting with the Title IX Coordinator. At this meeting, the Title IX Coordinator will:
- a. Determine whether an informal resolution is permissible, and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
 - b. Explain avenues for formal resolution and informal resolution of the formal complaint;
 - c. Explain that if the complainant chooses an informal resolution, that the complainant may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;
 - d. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;
 - e. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 - f. Discuss confidentiality standards and concerns with the complainant;
 - g. Discuss non-retaliation requirements;
 - h. Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, victim support service with which the College has entered into a memorandum of understanding, or other appropriate support services;

- i. Inform the complainant of any interim measures that will be imposed and any supportive measures that will be provided to the complainant during the pendency of the investigative and resolution processes;
 - j. Discuss the right to a prompt, fair, and impartial resolution of the formal complaint; and,
 - k. Answer questions about the Policy and procedures.
4. Respondent's Initial Meeting with the Title IX Coordinator. During this meeting with the respondent, the Title IX Coordinator will:
 - a. Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;
 - b. Explain avenues for formal resolution and informal resolution of the formal complaint;
 - c. Explain that if the respondent chooses an informal resolution, that the respondent may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;
 - d. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;
 - e. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 - f. Discuss confidentiality standards and concerns with the respondent;
 - g. Discuss non-retaliation requirements;
 - h. Inform the respondent of any interim measures that will be imposed and any supportive measures that will be provided to the respondent during the pendency of the investigative and resolution processes;
 - i. Refer the respondent to campus and community resources, as appropriate;
 - j. Discuss the respondent's the right to due process and a prompt, fair, and impartial resolution of the formal complaint; and
 - k. If the respondent is a student and the formal complaint involves an alleged act of sexual violence as defined in this Policy, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded notice of all meetings and the live hearing, if applicable, and an opportunity to inspect, review, and respond to all the evidence; and
 - l. Answer questions about the Policy and procedures.
5. Title IX Coordinator's Initial Determination.

- a. The Title IX Coordinator shall investigate the allegations in all formal complaints. The Title IX Coordinator must dismiss the formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not involve an education program or activity of the College, or did not occur against a person in the United States. The Title IX Coordinator shall forward the formal complaint to an appropriate College official that will determine whether the conduct alleged in the formal complaint violates a separate policy or code of conduct.
 - b. The Title IX Coordinator may dismiss the formal complaint if (i) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations and the Title IX Coordinator determines that the College will honor the request; (ii) the respondent is no longer enrolled or employed at the College, or cannot be identified; or (iii) specific circumstances prevent the College from gathering sufficient evidence to determine whether the respondent is responsible for the conduct alleged in the formal complaint. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section VI.
 - c. If the Title IX Coordinator dismisses the formal complaint, he or she will send written notice of the dismissal with specific reason(s) for the dismissal to the parties, simultaneously, within five (5) workdays of completing the initial meetings. This decision may be appealed.
6. Appointment of the Investigator and Conduct of the Investigation.
- a. Appointment of Investigator. After an initial determination to continue the formal resolution process or after failed informal resolution process, the Title IX Coordinator will appoint an investigator within five (5) workdays of completing the initial meetings. The Title IX Coordinator will provide the investigator's name and contact information to the complainant and respondent and will forward the formal complaint to the investigator. Within five (5) workdays of such appointment, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest or bias of the appointed investigator. The Title IX Coordinator will consider such information and will appoint a different investigator if it is determined that a material conflict of interest or bias exists.
 - b. Contacting the Parties. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within ten (10) workdays from the date of the investigator's appointment. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses, including character and expert witnesses, to be interviewed for the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.
 - c. Weighing of Evidence. As part of the investigation, the investigator must weigh the credibility and demeanor of the complainant, respondent, and witnesses, and ensure that credibility determinations are not based on a person's status as a complainant,

respondent, or witness; the logic and consistency of the evidence, motives, and any inculpatory and exculpatory evidence.

- d. Withdrawal of a Student During an Investigation. The withdrawal of a student from the College while under investigation for an alleged act of sexual violence as defined by this Policy in most cases will not end the College's investigation and resolution of the complaint. The College shall continue the investigation, if possible, as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to inspect, review, and respond to all the evidence and the written investigative report prior to making a determination on responsibility.
 - 1) Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "*Withdrew while under investigation for a violation of Southside Virginia Community College's Title IX Policy.*" After the College has completed its investigation and resolution of the complaint, the College shall either (a) remove the notation if the student is found not responsible or (b) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed.
 - 2) The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the College shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.
- e. Inspection and Review of the Evidence. The parties will have the opportunity to inspect, review, and respond to all the evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send each party and each party's advisor, if any, a copy of the evidence subject to review. The parties will have ten (10) workdays to submit a written response to the evidence and the option to submit additional evidence, which the investigator will consider prior to the completion of the investigative report. Neither the parties nor their advisors may disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX formal resolution process. Nevertheless, the College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- f. Investigative Report. The investigator will complete an investigative report that fairly summarizes relevant evidence, including but not limited to, all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant records, and a detailed report of the events in question. The investigative report shall include the following information to the extent possible:

- 1) The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
 - 2) The names and gender of all persons alleged to have committed the alleged violation;
 - 3) A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
 - 4) The dates of the report and formal complaint were filed;
 - 5) The dates the parties were interviewed;
 - 6) The names and gender of all known witnesses to the alleged incident(s);
 - 7) The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
 - 8) Any written statements of the complainant or the alleged victim if different from the complainant; and
 - 9) The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process, if applicable.
- g. Submission of the Investigative Report. The investigator will submit the investigative report to the Title IX Coordinator, who will send the investigative report to the parties and the parties' advisors, if any, simultaneously for review and written response as soon as possible, but no later than five (5) workdays after receiving the investigative report from the investigator. The parties will have ten (10) workdays to submit a written response to the investigative report to the Title IX Coordinator. The Title IX Coordinator will not consider the parties' written responses but will ensure that such statements are added to the record. Neither the parties nor their advisors may disseminate the investigative report or use such report for any purpose unrelated to the Title IX formal or informal resolution process.

Conduct of Live Hearing

1. The Title IX Coordinator will appoint a Hearing Officer within ten (10) workdays after sending the investigative report to the parties and their advisors, if any. Within five (5) workdays after the appointment, the Hearing Officer will contact the parties to schedule a live hearing. The parties have five (5) workdays after being contacted by the Hearing Officer to notify the Title IX Coordinator in writing of any potential conflict of interest or bias of the Hearing Officer. The Title IX Coordinator will consider such information and will appoint a different Hearing Officer if the Title IX Coordinator determines that a material conflict of interest or bias exists. When the date, time, and place of the live hearing is confirmed, the Hearing Officer will notify the parties in writing simultaneously of the date, time, and place of the live hearing.
2. No later than fifteen (15) workdays before the live hearing, each party must notify the Hearing Officer and the other party of: a) the name and contact information of the advisor, if new, or notification that a party does not have an advisor available for the hearing, if applicable; b) the names and contact information of witnesses that will be called at the live hearing and the purpose of their testimony at the live hearing; c) whether a party intends to be subjected to cross-examination; d) a description of documents or other

evidence and the purpose of such evidence that will be used at the live hearing; e) the specific remedy requested; and, f) whether a party requests that the live hearing occurs with the parties located in separate rooms with technology that enables the Hearing Officer and the parties to see and hear the party or the witness answering questions simultaneously. Only one party is required to make the request for separate rooms.

3. The Hearing Officer will notify the Title IX Coordinator promptly that the College must appoint an advisor for a party when notified of the need for an advisor. The Title IX Coordinator will appoint the advisor promptly, but no later than ten (10) workdays prior to the live hearing. If a party appears at a live hearing without an advisor, the Hearing Officer shall delay the start of the live hearing until an advisor is available.
4. The Hearing Officer shall ensure that all evidence obtained during the investigation to the parties available at the live hearing.
5. Rules of the Live Hearing.
 - a. Evidence. The formal rules of evidence will not be applied except to determine whether the evidence or question presented is relevant or cumulative.
 1. Either party may call character or expert witnesses.
 2. Questions and evidence about a party's sexual predisposition or prior sexual behavior are not relevant, unless:
 - a) such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - b) the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 3. If the evidence or witness testimony is, on its face, not relevant or is cumulative, the Hearing Officer may exclude such evidence or witness statement(s), with the rationale for the decision in the pre-hearing determination. The parties may object in writing to such determination within five (5) workdays of the determination. The Hearing Officer shall rule on the objection within five (5) workdays of receipt of the objection.
 - b. Standard of Evidence. The live hearing will determine responsibility using the preponderance of the evidence standard.
 - c. Participation of Parties and Witnesses. Neither party may choose to waive the right to a live hearing, but parties and witnesses may choose whether to participate in the live hearing or submit to cross-examination.
 - d. Recording or Transcript. The Hearing Officer will arrange for the live hearing to be recorded. Each party will receive a copy of the recorded live hearing upon request. Parties may prepare a transcript of the recording at their own expense. Neither the parties nor their advisors may disseminate the record or transcript or use such record or transcript for any purpose unrelated to the Title IX formal resolution process or related civil proceeding.

- e. Opening Statements and Closing Arguments. At the sole discretion of the Hearing Officer, the parties may make opening and/or closing statements at the live hearing. The Hearing Officer will determine the time that is allotted for each.
 - f. Pre-Hearing Determinations. No later than ten (10) workdays prior to the live hearing, the Hearing Officer shall decide (1) whether to exclude any of the proposed evidence or witnesses, and the basis upon which such evidence or witness is excluded; and (2) whether to allow opening statements and closing arguments and the time allotted for both.
 - g. Rules of Conduct During the Live Hearing. All live hearings will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the Hearing Officer shall ensure that appropriate protections are in place to maintain confidentiality.
 - 1) The College will require all parties, advisors, and witnesses to maintain appropriate decorum throughout the live hearing. Participants at the live hearing are expected to abide by the Hearing Officer's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices.
 - 2) Repeated violations of appropriate decorum will result in a break in the live hearing, the length of which shall be determined by the Hearing Officer. The Hearing Officer reserves the right in his or her sole discretion to appoint a different advisor to conduct cross-examination on behalf of a party after repeated violations of appropriate decorum or other rules related to the conduct of the live hearing.
6. Role of the Advisor.
- a. The role of the advisor at the live hearing is to conduct cross-examination on behalf of a party. The advisor is not to "represent" a party, but only to relay the party's cross-examination questions that the party wishes to have asked of the other party and witnesses so that parties never personally question or confront each other during a live hearing. A party shall not conduct cross-examination on his or her behalf.
 - b. Each party may retain an attorney at his or her expense or designate a non-attorney advisor to accompany him or her at the live hearing. The advisor may provide advice and consultation to the parties or the parties' witnesses outside of the conduct of the live hearing to assist parties in handling the formal resolution process.
 - c. A party's advisor must conduct cross-examination at the live hearing directly, orally, and in real time. Only relevant cross-examination questions and follow-up questions, including those that challenge credibility, may be asked. Advisors may not raise objections or make statements or arguments during the live hearing.
 - d. The College shall appoint an advisor for the live hearing at no cost to a party when the party does not have an advisor. The appointed advisor may be but is not required to be a licensed attorney or anyone with formal legal training. Advisors may be faculty, staff, students, or volunteers from the local community.
7. Role of the Hearing Officer.
- a. The role of the Hearing Officer is to preside over the live hearing in a fair and impartial manner. After the live hearing, the Hearing Officer must issue a written

determination regarding responsibility using the preponderance of the evidence standard of evidence. The Hearing Officer will be the final decision-maker on all matters of procedure during the live hearing.

- b. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer first must determine whether the question is relevant or cumulative and explain any decision to exclude a question that is not relevant or is cumulative.
- c. The Hearing Officer may question the parties and witnesses, but they may refuse to respond.
- d. The Hearing Officer may consider any relevant and reliable evidence, including statements of a party or witness, even if such party or witness does not submit to cross-examination at the live hearing. The Hearing Officer must first consider the reliability of any the statement. Factors to consider include, but are not limited to, whether a party or witness commented on or challenged the statement prior to the live hearing, whether the statement is a rumor or something of which the party or witness does not have first-hand knowledge, and whether the person who made the statement has a motive or a conflict of interest that can be demonstrated through other evidence. The level of reliability will determine the amount of weight the Hearing Officer will give to the statement when reaching a determination regarding responsibility. Additionally, the Hearing Officer must not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- e. Within ten (10) workdays after the live hearing, or with good cause shown as soon as possible, the Hearing Officer will submit a written determination to the Title IX Coordinator. The Hearing Officer must make a finding of responsibility or non-responsibility for each allegation and describe the rationale for the finding based on an objective evaluation of the evidence presented at the live hearing. The written determination shall include the following:
 - 1) Identification of the allegations potentially constituting sexual harassment defined under this Policy;
 - 2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and live hearings held. The description of the procedural steps also should include who performed the investigation and the process taken to inspect and review the evidence and disseminate the investigative report, including the adherence to mandated procedural timelines;
 - 3) Findings of fact supporting the determination;
 - 4) Conclusions regarding the application of this Policy to the facts;
 - 5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any range of disciplinary sanction(s) to be imposed on the respondent, and whether (not which) remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.

- 6) When applicable, a statement that a notation will be placed on the academic transcript that the respondent was suspended or dismissed for a violation of the College's Title IX Policy.
- 7) When applicable, a statement that the respondent may request the expungement of the notation on the academic transcript for good cause shown and after a period of three years.
- 8) The College's procedures and permissible bases for the complainant and the respondent to appeal. If the complainant or respondent does not contest the finding or recommended sanction(s) and/or remedies and does not file an appeal within the required time frame, the written determination shall be final.

Actions Following the Written Determination

1. The role of the Title IX Coordinator following the receipt of the written determination from the Hearing Officer is to facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.
2. The Title IX Coordinator must provide the written determination to the parties simultaneously, with a copy to Human Resources, Conduct Officer, and/or other College officials, as appropriate. The appropriate college official, after consultation with the Title IX Coordinator, will determine the sanction(s) imposed and remedies provided, if any.
3. The parties shall receive the final decision on the imposition of sanction(s), if any, and the provision of remedies, if any, simultaneously within ten (10) workdays of receipt of the written determination by the appropriate college official(s). The College must disclose to the complainant the sanction(s) imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the College's education program or activity.
4. The Title IX Coordinator shall confer as necessary with employees, community resources, or other support services that will provide such remedies.
5. Any sanctions to be imposed or remedies to be provided should begin after five (5) workdays of submitting the final decision unless a party files an appeal.
6. If the respondent is a third party, the Title IX Coordinator will forward the written determination to the Vice President of Finance and Administration. Within ten (10) workdays, the Vice President of Finance and Administration shall determine and impose appropriate sanction(s), as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s) in the final decision, if any. The Title IX Coordinator may disclose to the complainant information as described above.

Appeals

1. Within five (5) workdays of receipt of the final decision, either party may appeal the Hearing Officer's written determination regarding responsibility and the final decision related to sanctions and remedies. The complainant also may appeal the College's dismissal of a formal complaint or any of its allegations therein within five (5) workdays of such dismissal. The appeal must be in writing and submitted to the Title IX

Coordinator, who will appoint an Appeal Officer within five (5) workdays of receipt of the appeal. The Appeal Officer's decision is final.

2. The Appeal Officer will grant an appeal only on the following bases:
 - a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably known or available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and,
 - c. The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
3. Within five (5) workdays of receipt of an appeal request, the Title IX Coordinator will notify the other party that an appeal has been filed and implement appeal procedures equally for both parties.
4. The Title IX Coordinator will compile the record, including the notice of allegations, evidence obtained, investigative report, live hearing recording, written determination, and final decision. The Title IX Coordinator shall forward the record with the appeal request to the Appeal Officer as soon as possible, but no later than ten (10) workdays of receipt of the appeal request.
5. The Appeal Officer must not be the Hearing Officer, the investigator, or the Title IX Coordinator and be free from conflict of interest and bias.
6. Upon receipt of the request for the appeal and the record, the Appeal Officer shall decide whether to grant the appeal, including the rationale for the decision, and notify the parties whether the appeal has been granted simultaneously. The decision shall be made within ten (10) workdays of receipt of the appeal request and record from the Title IX Coordinator.
7. If the Appeal Officer decides to grant the appeal, he or she will notify the parties that they have five (5) workdays to submit a written statement in support of, or against, the outcome of the written determination, final decision, or dismissal of the formal complaint. The Appeal Officer may grant additional time for good cause to both parties.
8. The Appeal Officer shall make the decision based on the record and the parties' written statements, if any. The Appeal Officer shall not receive additional statements or testimony from any other person.
9. The Appeal Officer shall issue a written determination of the result of the appeal and the rationale for such result within ten (10) workdays of receipt of written statements, if any. The Appeal Officer shall provide the written determination to the parties simultaneously.
10. At the conclusion of the appeal, the Title IX Officer shall facilitate the imposition of sanctions, if any, and the provision of remedies as provided in Section X.

Informal Resolution Process

1. The informal resolution process is available under the following conditions:
 - a. The complainant has filed a formal complaint of hostile environment sexual harassment involving parties with the same status (e.g., student-student or employee-employee);
 - b. The Title IX Coordinator has completed the steps described in Sections V1 through V4; and,
 - c. The parties voluntarily request in writing to resolve the formal complaint through the informal resolution process.
2. Within five (5) workdays after the receipt of the written request to start the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution (“Facilitator”). The Title IX Coordinator may serve as a Facilitator. Within five (5) workdays of such appointment (or receipt of the written request), the parties may identify to the Title IX Coordinator in writing any potential conflict of interest or bias posed by such Facilitator to the matter. The Title IX Coordinator will consider such information and will appoint another Facilitator if it is determined that a material conflict of interest or bias exists. Within five (5) workdays of the appointment (or receipt of the written request), the Facilitator will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed, but the College shall not conduct a full investigation as part of the informal resolution process.
3. Within ten (10) workdays of receiving the written statements, the Facilitator will hold a meeting(s) with the parties and coordinate informal resolution measures. The Facilitator shall document the meeting(s) in writing. Each party may have one advisor of his or her choice during any meeting; however, the advisor may not speak on the party’s behalf.
4. The informal resolution process should be completed within thirty (30) workdays in most cases, unless good cause exists to extend the time. The parties will be notified in writing and given the reason for the delay and an estimated time of completion.
5. Any resolution of a formal complaint through the informal resolution process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution process remedies include mandatory training, reflective writing assignment, counseling, written counseling memorandum by an employee’s supervisor, suspension, termination, or expulsion, or other methods designed to restore or preserve equal access to the College’s education programs or activities.
6. At the conclusion of meetings, interviews, and the receipt of statements, the Facilitator will write a summary of such in a written informal resolution report and provide the parties with the informal resolution report simultaneously. The written informal resolution report shall include the notice of allegations, a meeting(s) summary, remedies provided, if any, sanctions imposed, if any, and whether the formal complaint was resolved through

the informal resolution process. The Facilitator will forward the written informal resolution report to the Title IX Coordinator, when applicable.

7. At the conclusion of the informal resolution process, if the formal complaint was resolved to the satisfaction of the parties, the parties will provide a written and signed statement as such for the record. The decision will be final, and the matter will be closed.
8. At any time prior to resolving a formal complaint through the informal resolution process, either party may withdraw in writing from the informal resolution process and resume or begin the formal resolution process.
9. If the formal complaint is not resolved through the informal resolution process, the Title IX Coordinator shall begin the formal resolution process at Section V5 of this Policy.
10. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report shall be part of the record.

Sanctions & Corrective Actions

1. The College will take reasonable steps to address any violations of this Policy and to restore or preserve equal access to the College's education programs or activities. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.
2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and expulsion from the College.
3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.
4. Third parties, e.g., contractors, or patrons from the general public, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.
5. Sanctions imposed do not take effect until the resolution of any timely appeal. However, the College may keep in place any interim measures when necessary.

Academic Transcript Notations and Expungement

1. If a student is found responsible for an act of sexual violence as defined by this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of Southside Virginia Community College Title IX Policy." In the case of a suspension, the College shall remove such notation immediately

following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.

2. If a student withdraws from the College while under investigation involving an act of sexual violence as defined by this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of Southside Virginia Community College Title IX Policy." Students are strongly encouraged not to withdraw from the College.
3. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence as defined by this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.
4. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of any timely appeal.
5. The College shall expunge the notation from the academic transcript of any student for good cause shown and after a period of three (3) years.
 - a. Persons seeking to expunge the notation on an academic transcript shall submit a written request for expungement to the Registrar no sooner than three years after the date the College placed the notation on the academic transcript.
 - b. The request for expungement must contain sufficient information to support a finding of good cause. For expungement purposes, good cause includes (1) the act of sexual violence did not involve serious bodily injury, the use of force, or threat, and the former respondent demonstrates remorse and/or rehabilitation; (2) the former respondent committed the Policy violation while under the age of 18 and the former respondent demonstrates remorse and/or rehabilitation; and, (3) any other reason that, in interest of justice, the notation should be expunged.
 - c. The Registrar shall issue a written decision and the rationale for such decision within ten (10) workdays of receipt the request.
 - d. If the request for expungement is denied, the former respondent may submit another request for expungement no sooner than three (3) years after the denial of the request. This decision is final.

Training and Training Materials

1. Title IX Coordinator(s), investigators, Hearing Officers, Appeal Officers, and Facilitators for the informal resolution process must receive annual training, as appropriate, on the following topics:
 - a. The definition of sexual harassment;
 - b. The scope of the College's education programs or activities;

- c. How to conduct an investigation and grievance process, including live hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - d. The definition of relevance;
 - e. Investigative report writing; and,
 - f. Technology that may be used at live hearings.
2. College-appointed advisors receive training on the definitions of sexual harassment, consent, preponderance of the evidence, and relevance.
 3. Training materials must not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 4. All training materials must be available on the College's website.

Record Keeping

1. The Title IX Coordinator, Deputy Title IX Coordinator, if applicable, and any other employee as appropriate, e.g., HR Director, shall maintain in a confidential manner, for at least seven (7) years from the date of creation of the last record pertaining to each case, in paper or electronic files of the following:
 - a. The complete file for each sexual harassment investigation and formal resolution process, including (i) any determination regarding responsibility; (ii) any audio or audiovisual recording or transcript of the live hearing; (iii) any disciplinary sanctions imposed on the respondent; and, (iv) any remedies provided to the complainant;
 - b. Records of any appeal and its result;
 - c. Records of any informal resolution process and its result;
 - d. All materials used to train Title IX Coordinators, investigators, Hearing Officers, Appeal Officers, and Facilitators for an informal resolution process.
2. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. Records must explain why the College's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education programs or activities.
3. If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances, including whether such decision was made based on the complainant's request or desire for the College to take no action or to provide supportive measures.
4. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

Use of Template/Reports to System Counsel

All community colleges of the Virginia Community College System shall use this template. All reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel.

Protective Orders

Protective orders are civil court orders meant to protect victims who have experienced or are reasonably in fear of physical violence, sexual assault or stalking by another individual. A Complainant also may seek the assistance of the local law enforcement agency.

An emergency protective order (EPO) aims to protect the health or safety of any person regardless of a decision to arrest. A police officer may request an EPO for a Complainant for any act involving violence, force, or threat that results in bodily injury, or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such acts include, but are not limited to, any forceful detention, stalking, or criminal sexual assault in violation of Virginia law that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

An EPO is issued by a judge or magistrate, upon request of a law enforcement officer or a Complainant. To obtain an emergency protective order, the Complainant must have been subjected to an act of violence, force, or threat, and the judge or magistrate must find that (i) there is probable danger of a further such act being committed by the Respondent against the Complainant or (ii) a petition or warrant for the arrest of the Respondent has been issued for a criminal offense resulting from the commission of an act of violence, force, or threat. An EPO can:

- Prohibit acts of violence, force, or threat or criminal offenses resulting in injury to person or property,
- Prohibit contacts by the Respondent with the Complainant or the Complainant's family or household members, and
- Grant other conditions that the judge or magistrate deems necessary to prevent (i) acts of violence, force, or threat, (ii) criminal offenses resulting in injury to person or property, or (iii) communication or other contact of any kind by the Respondent.
- The EPO remains in effect for 72 hours. The Complainant may request a preliminary protective order, within a reasonable period of time following the incident, through the General District Court. A preliminary protective order (PPO) is issued by a judge, upon request of a Complainant or law enforcement officer. To obtain a PPO, the Complainant must have been subjected to an act of violence, force, or threat, or a petition or warrant has been issued for the arrest of the alleged perpetrator for any criminal offense resulting from the commission of an act of violence, force, or threat. A Complainant must appear before a judge in person to request a PPO. A PPO can:
 - Prohibit acts of violence, force, or threat or criminal offenses that may result in injury to person or property,
 - Prohibit contacts by the Respondent with the Complainant or the Complainant's family or household members, and
 - Grant other conditions that the court deems necessary to prevent (i) acts of violence, force, or threat, (ii) criminal offenses resulting in injury to person or property, or (iii) communication or other contact of any kind by the Respondent.
 - A PPO is valid for 15 days, or until the date of the next hearing scheduled at the time of issuance of the preliminary protective order for a permanent or full protective order. A

full protective is issued by a judge, following a hearing at which both the Complainant and Respondent are present. A full protective order can:

- Prohibit acts of violence, force, or threat or criminal offenses that may result in injury to person or property,
- Prohibit contacts by the Respondent with the Complainant or the Complainant's family or household members, and
- Grant other conditions that the court deems necessary to prevent (i) acts of violence, force, or threat, (ii) criminal offenses resulting in injury to person or property, or (iii) communication or other contact of any kind by the Respondent.

A Protective Order is valid for any period of time up to a maximum of two years. It is very important to keep a copy of the Protective Order with you at all times. Show it to the police officer, magistrate, prosecutor, or judge if the Respondent violates the order.

Sex Offender Information

Law enforcement agency information provided by the Commonwealth of Virginia under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained by going to the Virginia State Police website at: <http://sex-offender.vsp.virginia.gov/sor/>.

Sexual Misconduct Prevention Training and Education Log

The following is a list of educational and awareness programming and trainings completed during the calendar year of 2024 which focused on dating violence, domestic violence, sexual assault and stalking.

CALENDAR YEAR 2024 Training and Education Information

New Student Orientation (In-Person): Keysville: July 11, 18, 25, and August 1
New Student Orientation: (In-Person): Alberta: July 11, 18, 25, and August 1
New Student Orientation (Virtual): January 3, May 15, August 15
NSO Parents & Partners Sessions: July 25 in Keysville and August 1 in Alberta.

Several of these programs focus on bystander intervention strategies and tools (e.g., safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking) as well as overall risk reduction in order to decrease perpetration and to increase student empowerment. Risk reduction training reviews options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and the campus address conditions that facilitate violence. While a student can never completely protect oneself from sexual assault, students are instructed that there are some things she or he can do to help reduce the risk of being assaulted, such as:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you do not know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. Do what you can to get out of that situation or call for assistance.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- Be active in supporting a safe and respectful community. If you see others engaging in disrespectful or inappropriate actions, speak up and get involved, or contact someone else to assist.

Students are informed that if you find yourself in the position of being the initiator of sexual behavior, you owe respect to your potential partner. These suggestions help to reduce the risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- Don't make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you do not have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Do not take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Definitions of Reportable Crimes

Definitions and Codes from the Uniform Crime Reporting Handbook, as required by the Clery Act.

AGGRAVATED ASSAULT: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

ARSON: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

DESTRUCTION/DAMAGE/VANDALISM TO PROPERTY (EXCLUDES ARSON): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

DRUG LAW VIOLATIONS: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

HATE CRIMES: Any crime that manifests evidence that the victim was intentionally selected because of actual or perceived bias against race; gender; gender identity; religion; sexual orientation; ethnicity, national origin or disability. This includes murder and non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and also larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

INTIMIDATION: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

LARCENY-THEFT The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples of larceny-theft include, but are not limited to: pocket-picking, purse-snatching, shoplifting, theft from building, theft from coin operated machine or device, theft from motor vehicle, and theft of motor vehicle parts or accessories.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle (including automobiles that are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.

MURDER (NON-NEGLIGENT HOMICIDE): The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER (NEGILGENT): The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

SIMPLE ASSAULT: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

WEAPON LAW VIOLATIONS: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

DATING VIOLENCE: An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose, the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes without limitation sexual or physical abuse or the threat of such abuse, but excludes acts covered under the definition of 'domestic violence'.

DOMESTIC VIOLENCE: A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

STALKING: Engaging in a course of conduct directed at a specific person, including without limitation by means of following, monitoring, observing, surveilling, threatening, or communicating to or about a person or interfering with a person's property, that would cause a reasonable person to fear for the person's safety or the safety of others or suffer significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Sex Offense Definitions and Codes

from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

SEX OFFENSES: Any sexual act directed against another person, forcibly and/or against that person's will, or whereby the victim is incapable of giving consent.

(A) Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) Programs. Per the National Incident-Based Reporting Systems User Manual from the FBI UCR Programs, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

(B) Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

(C) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

(D) Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(E) Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent

CONSENT: Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time. Previous relationships or prior consent cannot imply consent to future sexual acts.

Crime Statistics

The Act requires the College to report and disclose statistics concerning the number of each of the following crimes that occurred on or within the College's "Clery geography", as defined by 34 CFR 668.46(a), that are reported to local police agencies or to a Campus Security Authority. Incidents that were not reported to local police agencies or to a Campus Security Authority are not reflected in the numbers below. Additionally, incidents are recorded for the calendar year in which the crime was reported to local police agencies or to a campus security authority.

As of July 1, 2016, new regulations were issued under the Higher Education Act of 1965, as amended, to implement the changes made to the Clery Act by the Violence Against Women Reauthorization Act of 2013. As a part of those regulations, the classification of sexual offenses changed from "forcible sex offenses" and "nonforcible sex offenses", to "rape", "fondling", "incest" and "statutory rape", as used in the FBI's Uniform Crime Reporting System. Under the new regulations, a "sex offense" is defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. "Rape" is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. "Fondling" is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. "Incest" is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. "Statutory rape" is defined as sexual intercourse with a person who is under the statutory age of consent.

Also, as required by the new regulations, the College states that there were no unfounded crime reports for the years 2022, 2023 and 2024.

Crime Statistic Reporting Tables

The College must compile crime statistics for the number of each type of crime listed above (except liquor and drug law violations and illegal weapons possession), as well as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, that are determined to be hate crimes. For any hate crime recorded, the College must identify the geographic area in which the crime occurred, and the category of bias that motivated the crime. For the purposes of this report, the categories of bias include a victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.

Hate Crimes

There were no reported hate/bias crimes reported for the years 2021, 2022 and 2023 involving crimes or incidents of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction, damage or vandalism of property that manifest evidence that the victim as selected because of the

perpetrator's actual or perceived bias based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and/or disability.

Christanna Campus Crime Statistics

Christanna Campus at 109 Campus Drive, Alberta, VA

To include: South 7300-7800 block on Boydton Plank Road, to the north 7800-8100 block of Boydton Plank Road, to the West on Christanna Hwy 23900- 24400 block, to the East on the Christanna Hwy 23400-23900 block.

Incident	2024				2023				2022			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape or Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest or Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0

Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0
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John H. Daniel Campus Crime Statistics

John H. Daniel Campus at 200 Daniel Road, Keysville, VA

To include: Lunenburg Highway (Route 40) from 200 feet Northwest of Daniel Road to the intersection with County Line Road (Route 628), and to the East along County Line Road (Route 628) from Lunenburg Highway (Route 40) to 230 feet South of Tech Lane

Incident	2024				2023				2022			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape or Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest or Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0

Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

Estes Community Center Crime Statistics

Estes Community Center at 316 North Main Street, Chase City, VA

To include: North from 316 North Main Street to 900 block on North Main Street, to the South from 316 North Main Street to 300 block on South Main Street, to the East from 200 block on East 2nd Street to 700 block on 2nd E Street to the West from 200 block on East 2nd street to 500 block on West 2nd Street

Incident	2024	2024	2024	2024	2023	2023	2023	2023	2022	2022	2022	2022
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape or Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest or Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	2	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	2	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0

Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	1	0	0	0	1	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

Lake Country Advanced Knowledge Center Crime Statistics

Lake Country Advanced Knowledge Center at 118 East Danville Street and the BB&T Building at 111 East Danville Street, South Hill, VA

To include: East 100 block, E. Danville Street – 400 Block E. Danville Street, West 100 -700 block W. Danville Street, 200-600 block N. Mecklenburg Avenue, 100 – 900 block South Hill Avenue

Incident	2024				2023				2022			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape or Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest or Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

Occupational and Technical Center Crime Statistics

Occupational Technical Center at Pickett Park, Blackstone, VA

To include: South, the 1000 - 1100 block of W. 10th Street from Armstead Avenue to 1000 feet West of E. Parade Street, and the 1000 - 1299 blocks of Butterwood Road along the Northern boundary.

Incident	2024				2023				2022			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape or Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest or Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

Southern Virginia Higher Education Center Crime Statistics

Southern Virginia Higher Education Center at 820 Bruce Street and SVCC Truck Driver Training School at 1081 Industrial Park Road, South Boston, VA

To include: the 1000 - 1100 block of Industrial Park Road, Seymour Drive, Factory Street, Thomas Street

Incident	2024				2023				2022			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape or Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest or Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0

Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

Southside Virginia Education Center Crime Statistics

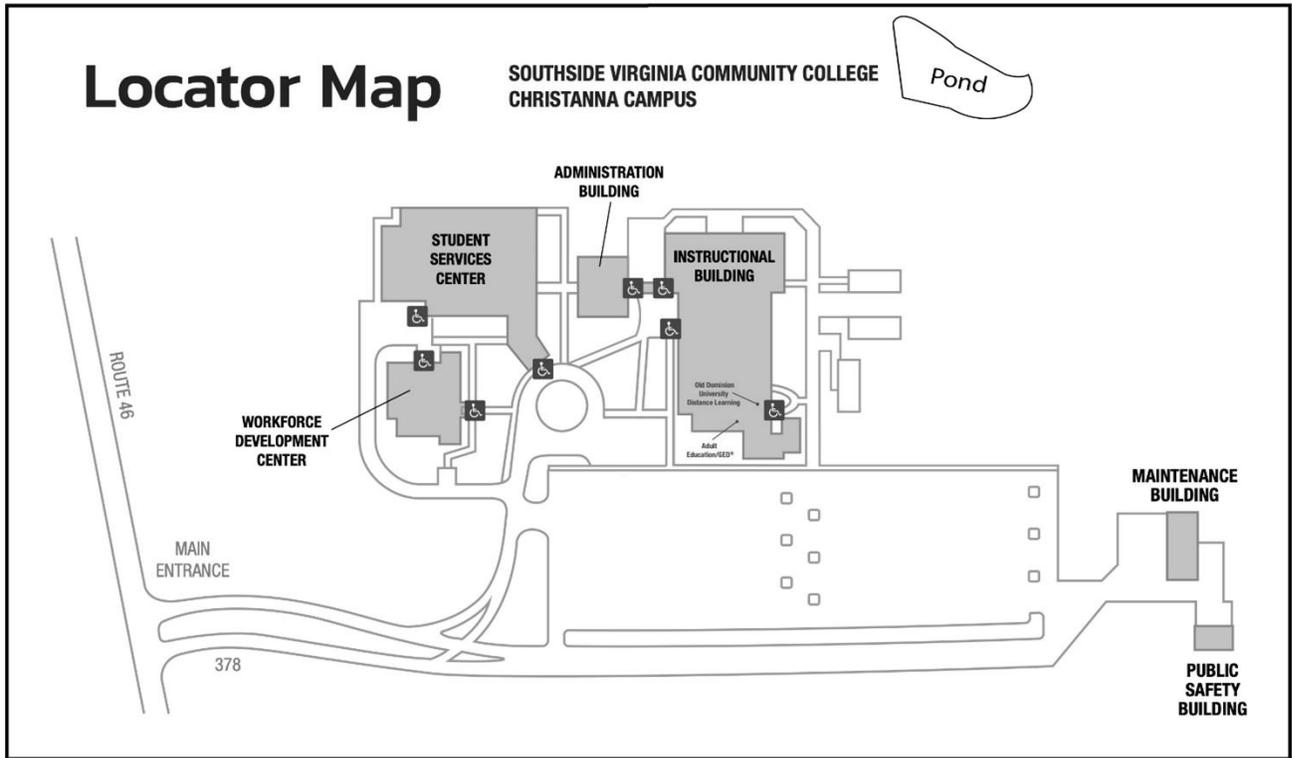
Southside Virginia Education Center at 1300 Greensville County Circle and SVCC Truck Driver Training Center at 139 Airport Drive, Emporia, VA

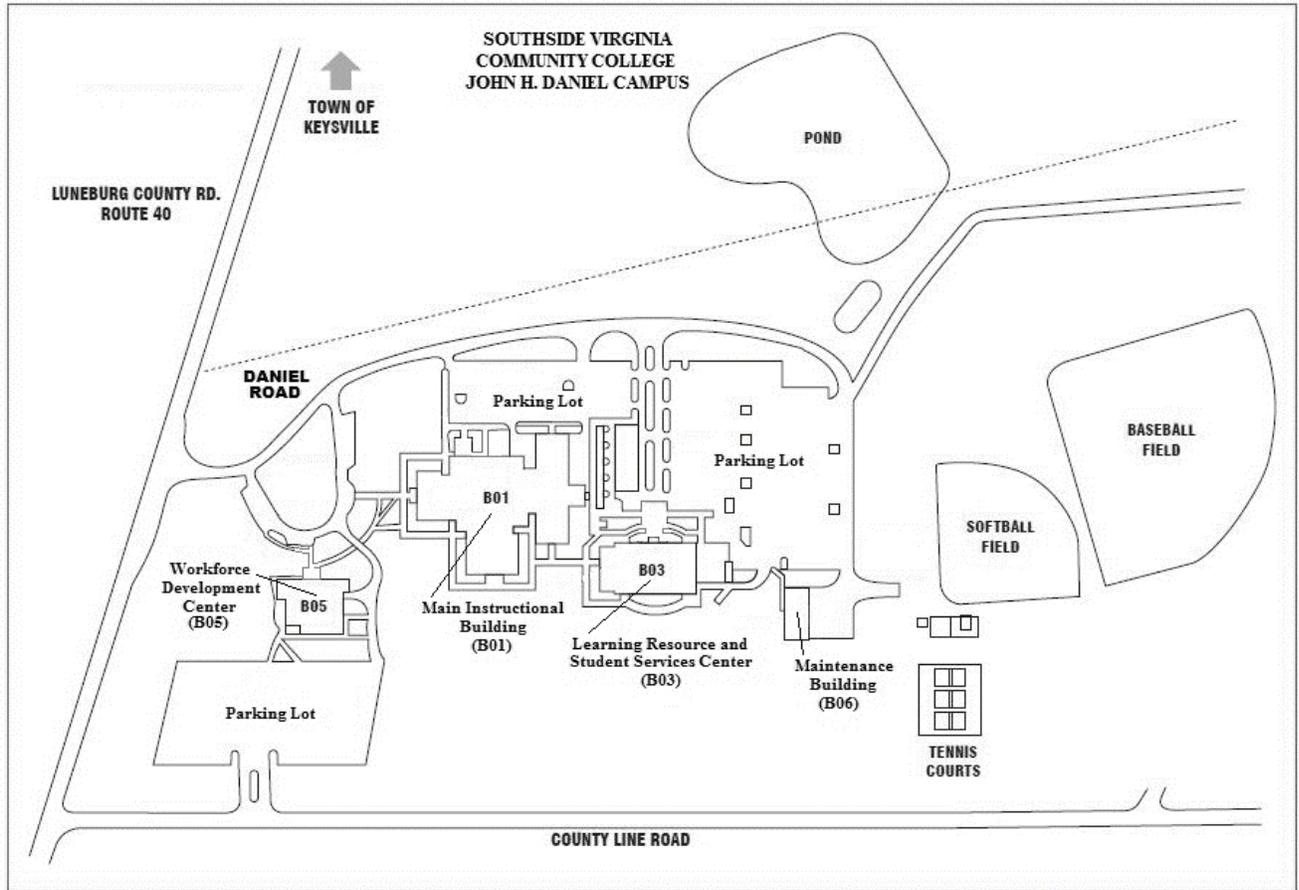
To include: North 2000 to 2400 block Sussex Drive and to the South 1600 to 2000 block Sussex Drive. To the West I 95, and East 1100 – 1600 block Courtland Road, West 600 – 1100 Courtland Road

Incident	2024	2024	2024	2024	2023	2023	2023	2023	2022	2022	2022	2022
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape or Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest or Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0

Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	2	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	1	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

Campus Maps





Map of all campus and off-campus sites.

