



# RANDOLPH COLLEGE

## **Annual Security and Fire Safety Report 2023**

Department of Campus Safety  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503  
434-947-8000

Compilation and distribution of this report is required for all institutions participating in financial aid programs under Title IV of the Higher Education Act.

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# Security Report

Randolph College shares the interests of families, students, and the community for the well-being and safety of all members of our campus population. We know that the basic responsibility lies with each of us to take measures to ensure our personal safety and the security of our possessions. While the College has experienced a history of a safe and secure environment, we must remember that no community is immune to crime or emergency situations. Our campus can remain safe only if members act responsibly toward themselves and others.

This report provides information, suggestions, and resources to help protect oneself and others. With this in mind, it is important that each individual take time to consider their role in campus safety. In essence, safety is viewed as a shared responsibility that involves members of the Randolph community working together to solve problems and concerns. Such a proactive approach will reduce the opportunity for crime to occur on our campus.

## Campus Safety Department

The Randolph College Department of Campus Safety is committed to the values of integrity, helpfulness, sensitivity, and consistency while providing services to the campus community twenty-four-hours-a-day. Campus Safety Officers may be reached any time day or night by calling the Reception and Information Desk at 434-947-8000, by pressing “0” on any campus telephone extension, or by face-to-face contact with a campus safety staff member at the Reception and Information Desk. The Reception and Information Desk, located in the Main Hall lobby, is staffed by qualified Communications Operators around the clock. Assistance may also be requested by activating one of the thirty-six emergency phones across campus. The Campus Safety Office is located in the Smith Memorial Building on the first floor, room 103. The office of the Associate Director of Campus Safety and Security may be found next door in room 101, and the office of the Director of Campus Safety may be found in the Dean of Student’s suite of offices on the east wing of Main Hall.

### Enforcement Authority

The Campus Safety Department consists of eight uniformed, unarmed officers, operating twenty-four hours each day of the calendar year. All officers are non-sworn staff members with no authority to arrest. Each officer is certified as a Campus Security Officer (CSO) by the Virginia Department of Criminal Justice Services. CSOs patrol campus properties on foot, in golf carts, and in marked motor vehicles. CSOs only have authority on Randolph College property.

Randolph College Campus Safety Officers have authority to:

- Ask individuals on campus for identification in order to determine if a person(s) have a legitimate reason for being on College property;
- Address and report possible violations of College policies, state/local laws, or ordinances committed by students to the Dean of Students office, or to the Lynchburg police if deemed necessary;

- Address and report possible violations of College policies, state or local laws, or ordinances committed by College employees to the appropriate administrator for action or follow up;
- Address health and safety concerns that may affect the wellbeing of students and/or employees;
- Issue citations for parking infractions, and apply immobilization devices for repeated infractions as allowed by Randolph College parking regulations.

In addition to providing emergency and non-emergency responses, vigilant campus patrols by foot and marked vehicles, crime prevention information and emergency preparedness training, the Department of Campus Safety is responsible for many other campus services including:

- Immediate radio dispatch of Campus Safety Officers to emergency and non-emergency situations, initial investigations of crime and incident reports, suspicious person(s) and/or activity, and requests for service;
- Response to medical and fire emergencies;
- Monitoring of campus emergency alarm systems, including fire and intrusion alarms;
- Administration and monitoring of card access control system and passive observation of closed circuit television system cameras;
- Coordination of transportation and shuttle services;
- Maintaining a centralized lost and found repository area;
- Assisting campus motorists with minor vehicular issues;
- Production and maintenance of the Randolph College Paw Pass/identification card;
- Conducting security assessments and suggest safety improvements;
- Act as the contact point for urgent maintenance requests after business hours.

### **Professional Standards**

All members of the Randolph community can expect to be treated in a courteous and professional manner by members of the Campus Safety team. The Campus Safety Department's positive relationship with the population it serves is vital to achieving our overall mission of a safe and secure campus. The quality of our service is dependent in part upon feedback from its constituents. The department has established methods in which it recognizes exceptional performance by our team members, or in contrast, reporting a concern with any department member. These methods are:

- Reporting in person to the Reception and Information Desk in Main Hall lobby;
- Request to speak with the on-duty Campus Safety supervisor, associate director, or director of Campus Safety by calling 434-947-8000;
- Send written correspondence via United States Postal Service, addressing to:  
Director of Campus Safety, Randolph College, 2500 Rivermont Avenue, Lynchburg, VA 24503.

### **Relationship with Law Enforcement Agencies**

In situations that require the attention of law enforcement, Campus Safety staff request assistance from the Lynchburg Police Department, and the Virginia State Police, as deemed necessary. Randolph community members, guests, or visitors requiring aid with crimes or emergency situations occurring off campus, should contact local law enforcement agencies directly. The

Lynchburg Police Department and other City emergency services can be reached by dialing 911. Non-emergency services may be requested by calling 434-847-1602.

Randolph College has an established working relationship with the Lynchburg Police Department through regular collaboration. A memorandum of understanding exists with the Lynchburg Police Department and Randolph College in regard to Sexual Assault Provisions related to the prevention and response to campus sexual assault. In addition, an Authorization to Enforce Trespass Violations agreement is renewed annually to allow Lynchburg Police to apprehend and/or remove anyone who may be on College properties without permission. The College has limited contact with other area law enforcement agencies such as the Amherst County Sheriff's Office, the Bedford County Sheriff's Office, the Campbell County Sheriff's Office, the Lynchburg Sheriff's Office, the Virginia State Police, the FBI, and other Federal agencies.

The Lynchburg Police Department will inform Randolph Campus Safety should an emergency situation occur within a one-mile radius of the campus, if such is determined to pose an imminent threat to the safety of the College community. This communication may be accomplished by telephone, cellular phone, or via two-way radio.

### **Safety and Security on Campus**

Campus grounds and streets are easily accessible to the general public by foot or vehicle. While the areas behind 'the red brick wall' are historically safe, students, employees, and visitors must take responsibility for their own personal safety and the safety of others. This can be accomplished in a number of ways:

- Do not walk alone! Walk with a friend, especially at night.
- Utilize the Safety Escort Service by calling Campus Safety (434-947-8000).
- Close and lock your door when you are out of your room or office.
- Do not leave ground-floor windows open or unlocked when you are not in your room or office.
- Lock your car; move valuables out of sight, to the trunk, or remove completely from the vehicle.
- Keep your key(s) and access badge (Paw Pass) with you.
- Be aware of the dangers posed by alcohol and drug use. Violent crimes occur more often when people are under the influence of alcohol or drugs.
- Report all suspicious activity or persons to Campus Safety or Lynchburg police (911).
- When in doubt, always err on the side of caution by calling Campus Safety!

A ***Safety Escort Service*** is provided upon request to any campus community member to or from any point within campus property boundaries, either on foot or by motorized vehicle. Please call the Reception and Information Desk at extension "0" from a campus phone, or dial 434-947-8000 to ask for a safety escort.

### **Facility Access**

College buildings, with the exception of residence halls, are unlocked and open during community business hours, Monday through Friday, accessible to students, employees, visitors, and invited guests. In facilities where public events are held, such as athletic competitions,

academic presentations, or special guest appearances, access will be readily available during the scheduled event times. Such occasions are monitored by Campus Safety staff, and on occasion, Lynchburg police. Generally, academic buildings and administrative offices are closed and locked at the end of classes or at the close of daily business hours. Campus Safety Officers are vigilant during campus patrols and physical security checks during and after normal business hours.

### **Residential Visitation**

Only members of the Randolph College community and invited guests are authorized to be in residence halls. Employee access is restricted to maintenance or academic assignments, duty requirements, or emergency responses. Students must accompany their non-student guests at all times while in residential facilities and on campus grounds.

### **Reporting Campus Crimes and Incidents**

Randolph College students, employees, and guests are strongly encouraged to promptly report all crimes, incidents, suspicious persons, or suspicious activity occurring on campus to Campus Safety, or to local law enforcement, even if the victim of the crime chooses not to file a report, or is unable to file a report.

To report a crime or other campus emergency, Campus Safety may be contacted:

- In person at the Reception and Information Desk in Main Hall lobby;
- By activating one of the campus Emergency telephones (see Emergency Telephones);
- By dialing 434-947-8000, or dialing extension '0' from a campus extension;
- Dialing 911 to inform Lynchburg police;

Anonymously report a crime to Campus Safety by accessing *Silent Witness* via this secure web address: [Silent Witness Form](#)

Reporting all crimes and incidents that involve violence, threats of violence, theft, or other crimes to Campus Safety is extremely important, as it effectively increases the level of awareness and reduces the likelihood of crime on campus. By reducing opportunities for crime to occur, we can all work together to maintain a safe and secure environment.

The Lynchburg Police Department and other City emergency services may be reached by dialing 911. It is recommended that if Lynchburg emergency services are summoned to Randolph College that Campus Safety be notified as well. Campus Safety Officers will be dispatched to the scene to provide assistance while emergency personnel are en route.

Due to the nature of incidents and subsequent reports, Randolph College cannot guarantee the complete confidentiality of crime information. As deemed appropriate by the College, every effort will be made to maintain privacy of any crime report of a sensitive nature, so as not to reveal victim identity or information sources. The Department of Campus Safety will fully cooperate with law enforcement investigations to the extent allowed by College policies and procedures.

### **Voluntary and Confidential Reporting**

Persons who decide not to pursue action with the criminal justice system or with Randolph College's judicial system may want to consider making a confidential report. The Associate



Director of Campus Safety and Security, or Director of Campus Safety, may file a report based upon the details of the incident without revealing a victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, the College can keep accurate records of the number of incidents involving students and employees to determine whether there is a pattern of crime and alert the campus community to potential danger. The confidential reports can be given to any Campus Security Authority. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution; however, identifying information remains anonymous.

The College will take reasonable steps to promptly investigate and to respond to the complaint. With confidential reports, the College will make attempts to address the concerns of the complainant, including concerns of retaliation. However, the request for a confidential report may limit the college's ability to fully address a situation.

### **Campus Security Authorities**

Federal law defines four categories of Campus Security Authorities or CSAs: College or University Police; Non-police security staff responsible for monitoring College property; People/offices designated under our policy as those to whom/which crimes should be reported; and Officials with significant responsibility for student and campus activities.

On the Randolph College campus, the following departments, offices, or individuals are identified as CSAs:

- Campus Safety Department – primary receiver of campus incident reports
  - Campus Safety Officers
  - Communications Operators
- Dean of Students
- Executive Assistant to the Dean of Students
- Assistant Dean of Students
- Residence Life Staff
  - Resident Assistants (RAs)
  - Head Residents (HRs)
  - Director of Residence Life & Conduct
- Director of Campus Life
- Coordinator of Student Engagement
- Esports Head Coach
- Director of the Health Center
- Director of the Counseling Center\*
- Chief Diversity Officer
- Diversity, Identity, Culture, and Inclusion Coordinator
- Judiciary Chair and Vice-Chair
- Victim Advocates
- Athletics
  - Director of Athletics
  - Coordinator of Athletics Operations & Sr. Women Administrator
  - Associate Athletic Director

- o Head Coaches
- o Assistant Coaches
- o All part-time and volunteer coaches
- Faculty and Staff advisors to student organizations
- Provost and Vice President for Academic Affairs
- Associate Provost
- Director of Student Success
- Program Coordinator (Student Success)
- Director of the Academic Services Center and the Writing Program
- Coordinator of Access Services
- Title IX Coordinator and Deputy Title IX Coordinator

CSAs are obligated to report crimes reported to them which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the College. CSAs should only report those crimes that have not been previously reported to the Department of Campus Safety or another College CSA. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students, may be hesitant about reporting crimes to security or the police, but may be more inclined to report incidents to other campus-affiliated individuals.

\*College professional and pastoral counselors, when acting in such capacities, are not considered to be campus security authorities and are not required to report crimes for inclusion into the Annual Security Report. However, they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

In most cases it is possible for a CSA to fulfill their responsibilities while still maintaining victim confidentiality. CSA reports are used by the institution to compile statistics for Clery Act reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (i.e., a timely warning or emergency notification noted in the next sections). However, those responsibilities can usually be met without disclosing personally identifying information. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.

The Director of Campus Safety and the Associate Director of Campus Safety and Security review all incident report forms and make a determination if an incident qualifies as a Clery Act reportable crime, and as such, is reportable in the Annual Security Report. The Director of Campus Safety will consolidate crime data and information from incident reports from multiple sources including:

- The Lynchburg Police Department;

- The Campbell County Sheriff's Department;
- The Dean of Students office; and
- Campus Security Authority reports.

All physical documents are secured in the office of the Director of Campus Safety. A secure electronic reporting system is utilized for general, sensitive, and confidential communication, documentation, and case files.

### **Emergency Response**

Upon receiving a report of a perceived emergency or threat to the Randolph College community, a Campus Safety Officer responds to the incident location in an attempt to confirm the validity and nature of the report, if safe to do so. Should assistance be needed, additional Campus Safety Officers, Lynchburg police officers, Bedford County and/or Campbell County Sheriff's deputies, and Virginia State Police troopers may be summoned.

Lynchburg Fire Department personnel, which includes emergency medical personnel, will be summoned accordingly. Campus Safety Officers will attempt to contain the threat until assistance arrives, if safe to do so. As first responders arrive, they will assume authority as the primary responders following an established Incident Command structure. Campus Safety Officers will offer support to the primary responders. Should the emergency be significant, the College's Critical Incident Management Team may be activated to support primary responders, and provide important information and direction to students, faculty, and staff.

Upon confirmation of a substantial emergency or dangerous situation involving an immediate threat to the health and safety of campus community members, Randolph College notifies constituents by initiating a **timely warning** via text message, electronic mail, and/or outdoor siren system – activating the Campus Emergency Notification System. If building or facility evacuation or shelter in place notice is required, the timely warning will state such information. Additionally, a suspect's personally identifiable information may be included in a timely warning if it is deemed necessary in a health and safety emergency.

### **Emergency Communication/Notification**

Should a crime, emergency event, or weather-related emergency occur and notification is essential to warn the campus of a potentially dangerous situation, the Department of Campus Safety staff on-duty, the Director of Campus Safety, the Associate Director of Campus Safety and Security, the Dean of Students, and/or the Administrator on Call will issue an **emergency notification** without delay, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. This notification is likely contained in an **electronic mail or text message** format, **disseminated to students and College employees**. However, should a situation warrant immediate notification of the community, campus safety team members have the authority to transmit **emergency message alerts** and to **activate the campus emergency outdoor sirens**.

The Director of Campus Safety, the Associate Director of Campus Safety and Security, the Dean of Students, and the Director of College Relations, will, without delay, work together and prepare an updated release to be communicated to students and employees by multiple means: **electronic**

**mail, text message, campus voicemail, room-to-room notification, or posted messages** in Main Hall lobby (Reception and Information Desk) or at the entrance(s) to each residence hall or campus building.

The Campus Emergency Notification System will be activated. This may also trigger the College's Critical Incident Management Team to convene, requiring collaboration of its members either in-person or by telephone conference in response to the situation or information received. Lynchburg police and/or City emergency personnel may be summoned to assist in resolving the situation or incident, depending upon the nature and severity of the event.

### **Security Alerts**

A campus security alert is a timely warning issued to students and employees through the College's electronic mail system by the Department of Campus Safety, the Dean of Students, the Director of College Relations, or the Administrator on Call. The purpose of the alert is to inform the Randolph community that a crime or serious threat has occurred that may pose an on-going concern to the campus. This message will also provide personal safety information for students and employees, and self-protective recommendations for immediate and future use. The security alert will state:

- "Security Alert" in the subject line;
- A description of the threat;
- A description of the crime suspect/subject(s) involved (if applicable/available);
- Suggested actions for self-protection; and
- Crime reporting contact information.

Message content is specifically determined by the author in order to facilitate prompt, yet sufficient notification to the campus, providing as much information as possible regarding self-protection. Follow-up security alerts may be sent offering new information or direction if it is determined a continued threat exists to the campus community. A more succinct message may be sent via text depending upon the nature, severity, and immediacy of the event.

Throughout extended breaks during the academic year, during periods the College is closed or students are not in-residence, security alerts are sent to all employees, taking into consideration the time of day, various work schedules, and holiday periods.

Students and employees are strongly encouraged to register for the free *Randolph Alerts* text message system via the College Portal found here: [Randolph Alerts](#)

### **Campus Emergency Notification System Testing**

Randolph College has adopted a monthly testing policy for its Campus Emergency Notification System. Testing is part of normal maintenance, and no public action is necessary, unless an emergency drill is included. (Key personnel may be notified should such a drill/exercise be conducted.) Testing will include activation of the outdoor campus sirens, *Randolph Alerts* text messaging, mass campus email messaging, desktop alerts, and telephone voicemail messaging. Documentation on each test will be maintained in the Department of Campus Safety. Documentation will include a description of the event, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced.

During each test, the sirens will sound steadily for 30 seconds. **During an actual emergency, the sirens will sound intermittently for 1 minute and will likely be repeated multiple times depending upon the emergency.**

The alert system will be tested on the first Thursday of each month at 11:00 a.m. The entire testing period should last no longer than 5 minutes. Emergency drills may also be included with proper notification to key personnel. This would extend the testing period indefinitely.

Note: Planned campus events may require testing dates to be altered.

### **Emergency Preparedness**

Campus preparedness is critical to the effectiveness of the response during a time of emergency. Following an “all-hazards” approach assumes that regardless of the cause, many emergencies call for the same response processes. The Randolph community continues to effectively work together to gain an understanding of what resources are available to react to an emergency and to recover from such an event. A large part of the preparedness process is to build upon established relationships with local emergency responders, including police and fire department personnel. Such preparation occurs on campus with these first responders including pre-response planning, facility mapping, emergency access, and a host of other exercises and training.

The College’s Emergency Procedures flier may be viewed here and printed for quick reference: [https://www.randolphcollege.edu/security/wp-content/uploads/sites/53/2014/07/rc\\_emergency\\_procedures.pdf](https://www.randolphcollege.edu/security/wp-content/uploads/sites/53/2014/07/rc_emergency_procedures.pdf)

### **Emergency Telephone Locations**

The Randolph campus is equipped with thirty-six emergency telephones in parking lots, including the Admission Welcome Center (located across from the College’s main campus at 2711 Rivermont Avenue), outside all residence halls, adjacent to athletic fields and on major walkways. A similar system, utilizing a handset receiver, is located in each campus elevator. Once the red activation button is pressed, the caller is connected directly to the College communications operator at the Reception and Information Desk. The phones are located in the following areas:

- East Campus
  - Conway Lane Extension
  - WildCat Concession
  - Maier Parking
  - Health Center Parking
  - Leggett Ground Floor Loading Dock
  - The Michels Athletic Center First Floor Entrance off of Norfolk Avenue
  - Magnolia Foods Parking
  - Conway Lane at Main Hall
  - Margaret’s Gate
  - Martin Front Entry
  - Moore Front Entry
  - Presser Front Entry

- Quinlan Parking
- WildCat Stadium Scoreboard
- West Campus
  - Admission Welcome Center Parking
  - Bell Front Entry
  - Bell Quad
  - Dell Picnic Area
  - Main Campus Drive
  - Grosvenor 1 Parking
  - Grosvenor 2 Parking
  - Lower Bell Parking
  - Main Front Entry
  - Pines House Entry
  - Bell Rear Entry
  - Webb Front Entry
  - West Front Entry
  - Wright Front Entry

### **Evacuation Information**

Depending on the nature and severity of an emergency, the campus may be subject to evacuation. First responders and College officials will employ emergency actions deemed appropriate for the nature and seriousness of the emergency; the response may include a specific type of evacuation:

#### **Shelter in Place**

Individuals should stay where they are, or if possible, go to an interior safe area of the building – inner-most point of a structure. If you are told to shelter-in-place, quickly lock exterior doors and close windows, and air vents, if possible. Turn off all fans, heating and air conditioning systems, and clothes dryers. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled. If there is danger of explosion, close the window shades, blinds, or curtains. Seek additional information via text or email.

#### **Building Evacuation**

1. Exit the building as calmly and quickly as possible using the nearest safe exit.  
DO NOT USE ELEVATORS.
2. Alert ALL persons in your area. Turn off all ignition sources.
3. Close windows and doors, leave the door unlocked, wear a coat and shoes, and take a towel to place over your face in case of smoke.
4. Proceed to the assigned meeting area outside your building and await further instructions. Stay well away from the building and windows.
5. If the campus is evacuated, proceed to the campus assembly area for transportation to the evacuation center when the signal is given. Do not return to an evacuated building until permission is granted from fire officials or Campus Safety.
6. If a single building is evacuated, students will be moved to available housing on

- campus or to a lounge in a safe building.
7. Residence Life staff (HRs and RAs) will assist in the evacuation of the resident halls, ensure that all residents have evacuated, close all doors, and keep all persons at a safe distance from the building.
  8. Building Shepherds, Housekeeping, and Maintenance staff will assist in the evacuation of non-residential buildings by directing occupants to the nearest safe exit and ensure that all occupants have evacuated.
  9. The fire department will assume control of the building for all hazards. Full cooperation must be given to the fire department by students and staff.

#### Where to go

One or more buildings evacuated, but not the entire campus, persons must move to a designated location noted as an Evacuation Assembly Area;

1. Front campus Gazebo;
2. Rear campus Michels Plaza;
3. Tennis Courts

#### Campus-wide Evacuation to On-Campus Location(s)

All persons on campus must move to a designated on-campus location;

1. Front campus Gazebo;
2. Rear campus at Michels Plaza;
3. Tennis Courts;
4. The MAC Gymnasium.

#### Campus-wide Evacuation to Off-Campus Location(s)

All persons on campus must leave the campus and go to designated off-campus location(s). Such an effort will involve the coordination of transportation with outside resources, including the City of Lynchburg, or other private entities. It is not recommended that individuals use personal vehicles when evacuating the campus without a predetermined destination point. Accountability of all persons is of the utmost importance during a campus emergency.

During the course of an emergency, Campus Safety Officers, the Critical Incident Management Team, or authorities may modify evacuation plans or decisions as deemed appropriate to the emergency and through consultation with the Incident Commander, local police, or fire officials.

#### **Critical Incident Management Plan**

Randolph College is committed to supporting the welfare of its students, faculty, staff, and guests. Preparing a campus critical incident management plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. The College conducts regular planning sessions, and tabletop exercises to minimize the risk of personal injury and property loss from critical incidents and is actively involved with Lynchburg emergency preparedness efforts.

The Critical Incident Management Plan (CIMP) is designed to maximize human survival and preservation of property; minimize danger; restore normal operations of the College; and assure

responsive communications with the College, surrounding neighborhoods, cities, and towns. This Plan is set in operation whenever a natural or induced crisis affecting the College reaches proportions that cannot be handled by established measures and is set on a foundation of an all-hazards approach. A crisis may be sudden and unforeseen, or there may be varying periods of warning. The CIMP is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

Key members of the Critical Incident Management Team review the CIMP at least annually to adapt appropriate responses to campus emergencies and revise response actions based upon lessons learned and newly developed best practices.

### **Critical Incident Management Team**

In the event of a crisis or serious incident, whether observed or reported, the Director of Campus Safety or Associate Director of Campus Safety and Security, will notify the President, the Provost and Vice President for Academic Affairs, the Dean of Students, and the Vice President for Finance and Administration to convene the Critical Incident Management Team (CIMT). The CIMT is comprised of members from Randolph College administration and selected department heads. This is further illustrated in the document link found above. The CIMT will be assembled in-person or by telephone conference to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place, as determined by incident commanders. The Incident Command System, developed by the Federal Emergency Management Agency, has been adopted as standing protocol by Randolph College and is utilized to the best of our ability during times of emergency.

The Critical Incident Management Team is composed of the following members:

- Dean of Students (Chair)
- Vice President for Finance and Administration (Co-Chair)
- Assistant Dean of Students
- Director of Campus Safety (Co-Chair)
- Director of Buildings and Grounds
- Director of Human Resources
- Director of College Relations
- Director of Athletics
- Director of Information Technology
- Director of Dining Services
- Other section leaders as deemed necessary

### **Threat Assessment Team**

The Threat Assessment Team (TAT) serves in a prevention capacity to ensure the safety and security of the students, faculty, staff, visitors, and guests within the campus. Recognition of potential threats requires communication between College personnel and the Randolph community.

The TAT is charged with developing comprehensive fact-based assessments of students, employees, or other individuals that may present a threat to the College, and is empowered to take timely and appropriate action, consistent with College policy and applicable laws.



The Threat Assessment Team consists of the following members:

- Dean of Students (Chair)
- Provost and Vice President for Academic Affairs
- Associate Provost
- Assistant Dean of Students
- Director of Student Success
- Director of the Counseling Center
- Director of Campus Safety
- Associate Director of Campus Safety and Security
- Director of Human Resources
- Director of Title IX Compliance and Sexual Misconduct and Title IX Coordinator
- Other section leaders as deemed necessary

### **Crisis Intervention Training**

Crisis Intervention training is comprised of 40 hours of specialized training in psychiatric diagnosis, suicide intervention, substance abuse issues, de-escalation techniques, the role of the family in the care of a person with mental illness, legal training in mental health and substance abuse issues, and local resources for those in a mental health crisis. In addition to classroom instruction, officers-in-training also participate in nine hours of role playing exercises based on real-life scenarios and spend an entire day visiting mental health and substance abuse inpatient and outpatient treatment facilities where they have the opportunity to engage in one-on-one dialogue with mental health consumers.

The training is designed to educate and prepare Campus Safety Officers who come into contact with people with mental illnesses to recognize the signs and symptoms of these illnesses and to respond effectively and appropriately to individuals in crisis. Because officers are often the first responders in these incidents, it is essential that they know how mental illnesses can alter one's behaviors and perceptions. The trained CIT Officer is skilled at de-escalating crises involving those with mental illness, while bringing an element of understanding and compassion to these difficult situations.

CIT has shown to positively impact officer perceptions, decrease the need for higher levels of police interventions, decrease officer injuries, and re-direct those in crisis from the criminal justice to the health care system. The CIT Training is accredited by the Department of Criminal Justice Services (DCJS).

For more information on CIT visit the Department of Criminal Justice Services website: [www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/dcjs/essential-elements-commonwealth-virginias-crisis-intervention-team-programs-cit.pdf](http://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/dcjs/essential-elements-commonwealth-virginias-crisis-intervention-team-programs-cit.pdf)

### **Emergency Protocols – Dean of Students' Administrator on Call**

#### **HOSPITALIZED STUDENT FROM INJURY, ILLNESS, OVERCONSUMPTION**

Life Threatening:

- Call 911 then call Campus Safety/Reception and Information Desk
- Communications Operator calls Administrator on Call
- Administrator on Call calls Assistant Dean. Assistant Dean calls Dean.
- Assistant Dean or Dean calls emergency contact and President (if needed)

Not Life Threatening:

- Call Campus Safety/Reception and Information Desk
- Administrator on Call notifies Head Resident (if not already notified and assistance is needed)
- Administrator on Call calls Assistant Dean
- Assistant Dean notifies Dean and Emergency Contact if needed.

### **Students Needing Psychiatric Evaluation:**

If Administrator on Call is with Student:

- Administrator on Call calls Assistant Dean
- Assistant Dean will notify Dean and Provost when student is transported
- Notify the Associate Provost that student will be missing classes

If VA Baptist Hospital Calls:

- VA Baptist Hospital Employee will notify Assistant Dean or Administrator that student has been admitted or will provide updates about student that has already been admitted
- Administrator on Call will notify Assistant Dean

### **MISSING STUDENT**

- If call is received by Campus Safety/Reception and Information Desk
- Communications Operator calls Head Resident on Call
- If unable to locate missing student, HR calls Administrator on Call
- If unable to locate missing student, Administrator on Call calls Assistant Dean. Assistant Dean call Associate Director of Campus Safety and Security

### **FAMILY EMERGENCY/ILLNESS/INJURY/DEATH**

Death or Life Threatening:

- If call is received by Campus Safety/Reception and Information Desk
- Communications Operator calls Administrator on Call
- Administrator on Call calls Assistant Dean
- Assistant Dean notifies Dean and works with Administrator on Call to formulate a plan of action that notifies student. Assistant Dean emails President with updates

Not Life Threatening:

- Communications Operator calls Administrator on Call
- Administrator on Call notifies Assistant Dean to formulate plan of action that notifies student
- Assistant Dean emails or texts Dean with updates

## **SEXUAL ASSAULT/MISCONDUCT AND RELATED VIOLENCE**

- Call Campus Safety/Reception and Information Desk
- Communications Operator calls Administrator on Call
- Administrator on Call notifies Jaclyn Beard, Deputy Title IX Coordinator. Jaclyn notifies Tamara Kosic (Director of Title IX Compliance and Sexual Misconduct and Title IX Coordinator)

## **STUDENT DEATH ON OR OFF CAMPUS**

- Communications Operator calls Assistant Dean
- Assistant Dean notifies Dean, Administrator on Call, Associate Director of Campus Safety and Security, and HR on Call. Dean notifies the President, Director of the Counseling Center, and Counselor on Call.
- Administrator on Call notifies Dean of Students Division Staff Members. HR on Call notifies RA's on an as needed basis

## **SUICIDE THREAT**

- Communications Operator calls HR on Call and Administrator on Call
- Administrator on Call calls Counselor on Call (always) and Assistant Dean (as needed)
- Dean determines who will notify family and notifies President

## **SUICIDE ATTEMPT**

Life Threatening:

- Call 911 and then call Campus Safety/Reception and Information Desk
- Administrator on Call calls Counselor on Call followed by Assistant Dean. Assistant Dean notifies Dean
- Dean calls Emergency Contact and President (if needed). Administrator on Call notifies Head Resident (if not already notified and assistance is needed)

Not Life Threatening:

- Call 911 and then call Campus Safety/Reception and Information Desk
- Administrator on Call calls Counselor on Call
- Administrator on Call calls Assistant Dean if needed

## **BANNED FROM CAMPUS**

- At beginning of each semester, Campus Safety will notify the Provost, DOS, Assistant Dean of Students, Health and Counseling, and Athletics with a list of individuals banned from campus.
- If someone banned is seen on campus, call Campus Safety/Reception and Information Desk.

### **Closed Circuit Television (CCTV) Monitoring**

Randolph College is committed to providing a safe environment by incorporating the best practices of campus security with state of the art technology. A critical component of a comprehensive security plan is the use of Closed Circuit Television cameras. Such technology is capable of monitoring and recording campus activity. The purpose of CCTV monitoring is to deter crime and to protect the safety and property of the Randolph College community in accordance with existing College policies. Monitoring of residence hall entrances/exits and adjoining public areas for safety and security purposes at the College is limited to uses that do not violate a reasonable expectation of privacy as consistent with the traditions of liberal arts colleges.

A CCTV Committee exists to monitor the use of cameras and to make decisions regarding their installation, location, and use. The Committee is comprised of seven (7) members including College administrative personnel, staff, faculty, and student representatives, and convenes at least once per semester.

### **Safety and Security Considerations in Facilities Maintenance**

Safety and security-related maintenance concerns should be reported to the Buildings and Grounds Department at 434-947-8109 Monday through Friday 8:30 a.m. to 4:30 p.m. or to the Reception and Information Desk 24/7 by dialing 434-947-8000 or extension “0” from any campus telephone. Each work order received is prioritized based upon the nature of the issue (personal safety and security; electrical or water leak issues; other minor reports). Select Buildings and Grounds personnel are on-call and may be reached after regular business hours via the Reception and Information Desk for more urgent matters.

The College has an actively engaged **Safety Committee** which meets monthly during the academic year. Committee members regularly identify, inspect and report safety and security concerns, and follow up to see that such are addressed in a timely manner. Facility safety and security is a priority in the planning of campus renovations or construction projects. The Director of Campus Safety is regularly invited to participate in planning and project meetings held with campus entities and contracted personnel, providing input on life safety, physical and cyber security matters.

### **Residence Halls**

Campus Safety Officers routinely patrol common residence hall areas from dusk to dawn. All outside doors are secured and controlled by electronic card access twenty-four hours per day. Each student has a programmed access card known as a Paw Pass, and an individual room key. A Residence Life staff member is present in each residential facility.

To enhance student safety, residents are asked to follow a few points on personal safety and security:

- Only members of the Randolph community and invited guests are allowed in residence halls. Students are required to always accompany their non-student guests. All student policies must be followed, as stated in the “Student Handbook.”
- All residence hall room doors can be secured by key, and it is strongly suggested that a resident’s room door be locked when they are not present.

- Room keys and Paw Passes should be kept with the student at all times. DO NOT lend these to anyone!
- If a room key or Paw Pass is lost or stolen, contact Campus Safety or a Residence Life staff member immediately.
- DO NOT allow strangers to follow behind or ‘piggyback’ into a residence hall. Notify Campus Safety from a safe location of the individual’s presence should this occur.

Residential facility protective features include security screens, window alarms on all outside fire escapes, locks on student room doors, and smoke and heat detectors in the rooms. The fire alarm systems are centrally coordinated at the Reception and Information Desk, where an electronic monitor indicates the activated alarm location. Campus Safety Officers are dispatched via two-way radio and immediately respond to ensure residents are evacuating/have evacuated, and to detect the presence of smoke or fire. Should an officer confirm an actual fire emergency, the Lynchburg Fire Department will be summoned to react right away. Fire drills are conducted a minimum of two times per academic year by the residence hall staff and campus safety.

Note: The College’s Annual Fire Safety Compliance Report and Fire Logs are published under separate cover and are available for review at the College’s Reception and Information Desk in Main Hall lobby during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

### **Missing Student Notification Policy for Resident Students**

Anytime a member of the Randolph College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Campus Safety at 434-947-8000, or call 911 to alert Lynchburg police. Campus Safety will fully cooperate with local police to generate a missing person report and initiate an investigation. Communication to the campus and greater Lynchburg community will be guided through the Office of College Relations, law enforcement authorities, and local media outlets, to best elicit public assistance, as deemed necessary.

A student may be considered to be a "missing person" if the person's absence from campus is contrary to their usual pattern of behavior, and unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is influenced by alcohol or drugs, is in a life-threatening situation, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family. All reports of missing persons will be investigated. If the missing student is under the age of 18 and is not an emancipated individual, the Department of Campus Safety or a representative of the Dean of Student’s office/Administrator on Call, will notify the student's custodial parent or legal guardian immediately. If the preliminary investigation indicates a need, local law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Randolph College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the College’s Dean of Student’s office, or via self-service on the College’s intranet. Contact

information is accessible only by the Administrator on Call, the Dean of Students, the Director of Campus Safety, or designee.

### **Firearms, Explosives, and Weapons Policy**

Randolph College is committed to providing a safe and secure learning and working environment for students, faculty, staff, and visitors. The College prohibits the possession, use, and/or storage of firearms, explosives, or weapons of any kind on property owned, leased or otherwise controlled by Randolph College or at any Randolph College-sponsored event. This includes individuals who may legally possess a concealed weapons permit. Weapons include, but are not limited to, handguns, rifles, shotguns, BB guns, pellet guns, ammunition, switchblade knives, butterfly knives, metal/brass knuckles, bows and arrows, paintball guns, slingshots, or other devices that are commonly considered to be weapons which may be deemed as a threat to the safety and wellbeing of others. (This policy does not apply to law enforcement personnel duly authorized to carry such instruments.)

There are some authorized exceptions to this policy. Faculty, staff, students, and contractors working on campus may possess and use appropriate tools, such as saws, knives, and other items necessary for the performance of their job duties or sanctioned course work or athletics (i.e., archery equipment, starter pistol for track and field, etc.). The Director of Campus Safety must be made aware of such activities.

The College retains the final authority in evaluating potential dangers and determining what constitutes a weapon. Items that may be deemed as firearms, weapons, or explosives may be removed or confiscated from the possession of anyone on property owned, leased or otherwise controlled by Randolph College or at any Randolph College-sponsored event. Any violation of this policy may result in disciplinary action up to and including termination of employment, student sanction or expulsion, and/or criminal charges as provided by Virginia law. Questions regarding this policy should be directed to the Director of Campus Safety at 434-947-8000.

### **Alcoholic Beverages**

It is the responsibility of each member of the Randolph College community to know and comply with all Virginia state laws and College regulations, and to help prevent any abuses or excesses stemming from the use of alcoholic beverages. Randolph College does not encourage the consumption of alcoholic beverages, although consumption and possession of alcohol is permitted on College property and at College sponsored events, according to Virginia State Law and the College regulations outlined below.

### **Virginia State Law**

The following is listed by requirement of Virginia law. Virginia's Alcohol Beverage Control Act details the possession, use and consumption of alcohol. The Act applies to all Randolph College students and employees.

It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Complete information about Virginia State Law regarding alcohol possession and consumption is available at the following website:

<http://lis.virginia.gov/cgi-bin/legp604.exe?191+ful+CHAP0628>

### **Penalties for Violation of State Law**

1. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

### **College Policy regarding Alcohol Possession and Consumption**

This policy covers the use of alcoholic beverages on College property. Randolph students and their guests must observe Virginia law, which states that no person under the age of 21 may purchase, possess, or consume any type of alcohol.

Students 21 years of age or older are permitted to possess and consume alcohol at registered social events on designated College property and in Residence Hall rooms of students who are 21 or older.

Students under the minimum legal drinking age are not permitted to possess or consume alcohol anywhere on College property, including at registered social events or at College-sponsored events.

Sanctions for a policy violation range from a verbal warning to temporary or even permanent separation from the College depending on the severity of the violation. Please refer to the Adjudication Processes section of the Student Handbook for more information using this link: [The WildCat Way](#).

### **Prohibited Conduct**

1. Possession, consumption, or purchase of alcohol by persons under the age of 21.
2. Distribution including the sale of alcohol to persons under the age of 21.
3. Public intoxication.
4. Distribution of alcohol to visibly intoxicated persons.
5. Possession of an open container of alcohol in a public space.
6. Driving under the influence of alcohol.
7. Participating in organized drinking games or possessing items used for drinking games (e.g.

beer pong tables, funnels).

8. Possession of common sources of alcohol including kegs or alcoholic punch.
9. Using or distributing alcohol in an irresponsible way

### **Definitions**

1. Public intoxication: the signs of physical or mental impairment resulting from alcohol use.
2. Open container: any container not in its original, unmodified, manufacture-sealed packaging.
3. Public space: all indoor and outdoor College property including, but not limited to, stairwells, hallways, classrooms, lounges, storage spaces, group meeting spaces, the student center, and other spaces of common or restricted student access.
4. Non-public space: Residence Hall rooms and those spaces designated as an “event-space” approved through the College’s event registration process.
5. Irresponsible use/distribution of alcohol: when the intended or foreseeable outcome is either the abuse of alcohol or to become intoxicated. Such use includes when the consumption or distribution of alcohol results in potentially dangerous, harmful, or otherwise negligent behavior, such as becoming ill or vomiting from alcohol consumption.

### **Alcohol in Residence Halls**

In addition to the previous information, the following applies specifically to Residence Halls:

1. Students may not host or attend unregistered social events with alcohol in Residence Hall rooms or public spaces.
2. Students over 21 may gather in rooms (of residents who are 21 or older) and consume alcohol as long as all other policies are complied with. (e.g., fire safety regulations, quiet hours, courtesy hours, etc.).
3. Events with alcohol must be registered with the Coordinator of Student Engagement. (Please refer to the *Social Events with Alcohol Policy* in the Student Handbook for more information.)
4. Students under the age of 21 may not possess empty alcohol containers. Regardless of age, excessive amounts of empty alcohol containers may constitute evidence of the irresponsible use of alcohol.

### **Amnesty or “Good Samaritan” Clause**

The College may choose not to pursue conduct charges against any student transported to the hospital by an emergency medical service due to their over consumption of alcohol provided the student transported calls for help or is called for in good faith out of concern for that person’s health and safety. Students may be hesitant to report to College officials (Residence Life staff, Campus Safety, etc.) because they fear they may be accused of policy violations, such as



underage drinking. In such cases, educational options, not punitive options, will be explored to resolve these cases.

To encourage students to offer help and assistance to others, the College utilizes this same policy of amnesty for students who offer help to others in need due to over-consumption of alcohol or prohibited substances. Those who call for help may also not face an official judicial response.

The Dean of Students may choose not to extend this policy to the same person repeatedly.

### **Safe Harbor Clause**

Students who bring their own drug use, addiction, or dependency to the attention of College officials on their own volition without being pressured to do so by the circumstances, such as an investigation, may not face a judicial response. Students will be referred to the Health and Counseling Center. Failure to comply with the requirements laid out by the Health and Counseling Center will nullify this Safe Harbor protection and violations will be handled in accordance with standard procedures.

### **Effects of Alcohol**

Alcohol consumption alters behavior. Even small amounts (one to two drinks) can impair mental judgment and hinder coordination, impairing a person's ability to drive, or walk safely, or can lead to poor social choices. Heavy consumption (four or more drinks in a day) causes observable impairment to mental functions, impairing the ability to learn, memorize and perform academically, sometimes for weeks after the drinking occurred. Severe drinking can cause respiratory and/or organ failure, brain damage, depression and death. If combined with other central nervous system depressants or drugs, any amount of alcohol could produce these effects. Alcohol abuse can lead to permanent impairment, and physical/psychological dependence. When alcohol consumption ceases after prolonged heavy use withdrawal symptoms can include severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

### **Education and Risks of Alcohol Use**

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

*Alcohol affects your brain.* Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.

*Alcohol affects your body.* Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.

*Alcohol affects your self-control.* Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to sexually transmitted diseases or cause unwanted pregnancy.

*Alcohol can kill you.* Drinking large amounts of alcohol can lead to coma or even death. Also, 1 out of every 3 traffic-related deaths is alcohol-related.

Students are expected to be familiar with the health risks associated with alcohol use and abuse. Confidential alcohol counseling and referrals for current students are available through the College's Counseling Center free of charge. For information about local meetings of Alcoholics Anonymous (AA), students may call 434-847-4733 or refer to the Lynchburg Support Groups information in the Health and Counseling Center and the Dean of Students office.

The alcohol policy may be viewed in its entirety at: [The WildCat Way](#).

### **Illegal Drugs**

The unlawful possession, use, or distribution of illicit drugs is prohibited by the College. Students are obligated to function under the legal standards set forth in local, state, and federal statutes. Law enforcement officials with proper documents may search any campus building without prior notice, within the constraints of a legal search. The College cooperates fully with officials including the Lynchburg Police Department, Virginia State Police, Federal law enforcement agencies, and the U. S. Postal Inspections Office.

Even though recreational marijuana is legal in Virginia, Randolph College has not changed its policies or position around possession of the drug. Marijuana is prohibited from College property at all times. This includes possession and usage of marijuana by students with medical cards or other legal medical documentation.

Randolph College prohibits the possession, use, and/or distribution of synthetic cannabinoids (synthetic marijuana, Spice, K2, edibles, etc.), and of chemicals known as “bath salts.” Marijuana or cannabis concentrates such as THC oil, wax, etc., sometimes contained in vape pen cartridges, are also prohibited. Violations are subject to the sanctions noted within this section. Distribution of an illegal drug may include but is not limited to selling, giving, sharing, and trading. Possession of drug paraphernalia items such as glass smoking pipes, hookas, bongas, marijuana bowls, grinders, scales, and other items used for the preparation or consumption of illegal drugs or substances are also prohibited and will be confiscated by Campus Safety Officers or law enforcement officials. Confiscated paraphernalia must be documented in the incident report prepared by Campus Safety and/or Residence Life personnel. Any deeper exploration of a student room in seeking additional illegal drugs or paraphernalia must be approved by the Dean of Students, as sought by the Director of Campus Safety, or the Associate Director of Campus Safety and Security. Law enforcement officials may seek permission to search a student room following police departmental proper legal protocols.

Students are expected to be familiar with the health and safety risks associated with the illegal or improper use of drugs, including prescription drugs used improperly. These include possible dependence or addiction, reduced resistance to disease, danger of overdose, and impairment of motor skills and judgment that may cause the user to engage in behaviors that place them at risk. Students may seek drug counseling and referrals at the College's Counseling Center. Employees may seek assistance from Employee Assistance Program providers offered through the Human Resources office.

College disciplinary action for illegal possession, use, or distribution of drugs, and possession of drug paraphernalia, may include referral for criminal prosecution. A student may also be

sanctioned if found responsible for the intent to see or distribute drugs on campus. In addition to College sanctions, members of the College community are subject to legal penalties, fully outlined in the Code of Virginia. Punishment for any conviction in a court of law for drug offenses can range from monetary fines, community service, probation, temporary confinement, imprisonment, or any combination thereof.

### **Drug-Free Workplace Policy**

Randolph College, as a recipient of federal student aid and federally funded grants, is required to comply with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act and Department of Education regulations implementing such legislation\*. These acts require the College to undertake certain actions and adopt various procedures relating to the misuse of controlled substances in the workplace. In accordance with the Drug-Free Schools and Communities Act, the College will distribute the policy annually to employees.

The College is committed to providing a safe learning and work environment that is free of alcohol and drugs that may impair judgement and job performance that could result in harm to self or others. To ensure the College's commitment to compliance, employees are subject to disciplinary action up to and including termination for the unlawful manufacture, distribution, dispensing, sale, offering, possession, or use of a controlled substance (except consumption of alcohol at social events, in moderation, with prior permission). In the case of a faculty member, the regular processes will be used; in the case of a staff member, the final personnel action will be determined by the administration. Any discipline will depend on the circumstances but could include termination of employment or could consist of requiring the employee to complete satisfactorily a drug abuse assistance or rehabilitation program.

\*The Drug-Free Schools and Communities Act is disseminated each fall and spring semesters to all students.

### **Notification of Convictions:**

Employees of Randolph College are required to follow this policy as a condition of employment and abide by the terms of this policy. Employees who are convicted of or plead guilty to criminal drug charges must notify the College as soon as possible thereafter, within five (5) calendar days of such a conviction. (Faculty should notify the Provost and Vice President for Academic Affairs and staff should notify the Director of Human Resources.) If applicable, the Sponsored Programs Officer will notify the granting agency in writing, copying the Provost and Vice President for Academic Affairs and/or the Director of Human Resources, within 10 calendar days of receiving such a notification.

Employees who operate a motor vehicle as part of their job duties must also notify the College immediately of any conviction or guilty plea under any charge of driving under the influence, reckless driving, or other serious driving offenses. The College may consider the pendency or possibility of appeals in determining appropriate discipline.

### **Awareness Program:**

1. Each new employee will be provided a copy of this policy by Human Resources, and additional copies of this policy can be obtained in the Human Resources Office.
2. Literature on the many health risks associated with the use of illicit drugs and the abuse of alcohol will be distributed to employees during New Employee Orientation, yearly in the Annual Security and Fire Safety Report, and periodically through the College's wellness program. See Health Effects of Drugs and Alcohol in the Appendix.
3. Randolph College offers an Employee Assistance Program (see Employee Assistance Program in the Benefits section) to all employees and members in their households for counseling, identifying, and resolving substance abuse problems. The College has retained All Points EAP & Organizational Services. Employees may call All Points EAP at the below number to make an appointment.

### **Community & Campus Resources:**

- All Points EAP & Organizational Services: (434) 845-1246  
2250 Murrell Road, Suite B5, Lynchburg, VA
- Alcoholics Anonymous: (434) 847-4733
- Narcotics Anonymous: (800) 777-1515
- Randolph Human Resources: Ext. 8114
- Randolph Safety & Security: Ext. 8144

### **Required Disclosure of Arrests**

College campuses are not immune from the dangers faced elsewhere in society. It has become increasingly important that schools take reasonable steps to help protect the safety of the members of their communities. One such step now being taken by many colleges and universities is a requirement that their students promptly report any arrests involving them.

At Randolph College, students must report within three days any criminal process that has begun for them (whether by means of detention, court summons, citation, or other similar process) no matter where the incident occurs. This requirement applies to any criminal process resulting from felony charges of any nature and charges for offenses involving violence or the threat of violence or serious harm to other people.

Examples include, but are not limited to assault/battery, sexual assault/battery, stalking, resisting arrest, driving while intoxicated or under the influence of drugs, and reckless driving resulting in injury.

If unsure whether a particular arrest is covered under this policy, disclose. While failure to report a criminal process covered by this policy will not result in an Honor Code violation, it can result in referral for possible conduct violations and adjudication.

Disclosures can be made by notifying the Director of Campus Safety at 434-947-8144. A response to your disclosure will be made by the Director of Campus Safety or their designee.

## **Campus and Community Sexual Violence Awareness and Prevention Programs**

Randolph College is opposed to all forms of sexual and gender-based violence, and we actively work to prevent it from occurring in our community. We want to provide a safe and non-discriminating place to study, live, and work. Some programs are tailored for specific populations while others are offered to the entire Randolph College community. The College requires all new students and employees to complete training in the recognition, prevention, and reporting of sexual violence, including dating and domestic violence, stalking, sexual assault (to include non-consensual sexual touching and non-consensual sexual intercourse), and other forms of sexual harassment. Randolph College encourages all student and employees to immediately report incidents of sexual misconduct. The College has policies and procedures to ensure prompt and fair investigation and resolution on these matters.

### **Program Definitions**

Randolph College utilizes definitions from *The Handbook for Campus Safety and Security Reporting*. The College uses multiple means for delivery.

Awareness Programs: Community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety, and reduce perpetration.

Ongoing Prevention and Awareness Campaigns: Ongoing prevention and awareness campaigns are those programs that happen throughout the course of an academic year, which aim to reinforce information related to awareness, prevention, and response to sexual violence.

Bystander Intervention: 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. Bystander Intervention includes recognizing situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervening; identifying safe and effective intervention options; and taking action to intervene.

Primary Prevention Programs: Programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk Reduction: Options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence.

## Awareness and Prevention Program Examples

- *Healthy Relationships, Consent, and Title IX* session is held annually during the *Life More Abundant* class, required for all new students and at mid-year orientation (described in detail below)
- *Sexual Assault Prevention* required in person during first-year orientation and during the *Life More Abundant* classes. Athletes and all athletics personnel take this training annually as required by NCAA (described in detail below).
- *Bridges: Building A Supportive Community* required online training for all new faculty and staff, online module provided by VectorSolutions(described in detail below)
- *Bystander* and sexual violence prevention training is held annually for Residence Life staff, Randolph Programming Board members, and Davenport Leaders (described in detail below). Also provided to all first-year students during Orientation.
- *Sexual violence prevention, response, and mandated reporting* training is held annually for Campus Safety Officers
- *Mandated reporting* annual training is held for Residence Life staff, Davenport Leaders, faculty, and staff.
- *Hazing* educational training for all new students is conducted during new student orientation annually. See full description on page 28.
- *Alcohol & Other Drugs in College* educational training is reviewed with all new students during orientation annually. First year and transfer students go through an online module provided by VectorSolutions on alcohol education. Information included in the session:
  - understanding consumption
  - impact of various factors on intoxication
  - ways to avoid drinking
  - knowing what's in your drink
  - signs of alcohol poisoning
  - what to do if a student has consumed too much alcohol
  - bystander behavior
  - good Samaritan laws and policies
  - impact of other drugs
- Training is conducted every year and on an as needed basis for faculty and staff involved in advising for violations of Randolph's Sexual Misconduct Policy. This training can include:
  - relevant evidence and how it should be used during a proceeding
  - proper techniques for questioning witnesses
  - basic procedural rules for conducting a proceeding
  - avoiding actual and perceived conflicts of interest
  - understanding victim reactions from a trauma-informed perspective
- Various community awareness events such as Denim Days, The Clothesline Project, #Purple Thursday, Domestic Violence Awareness Month, Sexual Assault Awareness Month, and tabling/information events.
- Examples of tabling/information events include: *Missing and Murdered Indigenous Women, Girls & Two-Spirit People, and Cocoa with Campus Safety.*
- *Clergy Act Basics* training is required annually for all Campus Safety Officers, Dean of Students Office, Health & Counseling Center, Provost Office personnel, and Athletics

- All Athletics staff and student athletes receive annual Title IX training, as required by NCAA.

Title IX administrators attend regular ongoing training on current related matters.

- Informational interviews for Randolph's campus newspaper *The Sundial* upon request
- Social media posts on Facebook, Instagram, and Twitter

### **Awareness and Prevention Programming for New Students – Program Details**

#### **Healthy Relationships, Consent, & Title IX**

This in-person, interactive program is led by the Director of the Office of Civil Rights and Title IX Coordinator as a part of New Student, Transfer Student, and International Student Orientation. It is expected that all new students will participate in Orientation events; the College's Davenport Leaders and International Orientation Leaders work with small student groups and Orientation staff to help ensure participation. The program covers a variety of topics, including but not limited to:

- Randolph College's prohibition of all forms of sexual and gender-based misconduct as outlined in the College's Sexual Misconduct Policy, including dating violence, domestic violence, sexual assault (non-consensual sexual intercourse and non-consensual sexual touching), stalking, harassment, exploitation, and retaliation
- Definitions and examples of sexual and gender-based misconduct offenses
- Foundations of healthy relationships
- Warning signs of unhealthy and abusive relationships
- Definition of consent, and strategies to actively and successfully achieve consent. This includes consideration of:
  - Review of what does not constitute consent
  - Situations where consent cannot be given
- Facts about sexual violence including but not limited to:
  - The stages of sexual assault
  - Facts and statistics about sexual violence
  - Myths
- Randolph College's grievance procedure for Sexual Misconduct Policy violations
- On/off campus reporting options and support resources
- Mandated reporting
- Introduction to some of the College's Title IX Team members

#### **Grounds for Discussion**

This live, two-part program is offered to all first-year students by the College's Davenport Leaders as a part of New Student Orientation. It is expected that all first-year students participate in Orientation events; the College's Davenport Leaders work with small student groups and Orientation staff to help ensure participation.

The first part of the program consists of a series of live skits that bring to life and reinforce many of the topics discussed during Orientation, including sexual assault and bystander intervention. Skits are presented to the entire body of first-year students. Following this, first year students

break into smaller groups for the second part of the program, which involves small group dialogue about the skits that is facilitated by Davenport Leaders.

### **Bystander Intervention Training**

Randolph College uses Bring in the Bystander, a research-supported training model from Prevention Innovations. Bystanders can play a critical role in prevention. We encourage individuals to watch out for one another and ask someone if they need help. We discuss safety tips to not make one's self vulnerable and how to report. Bystander behavior is discussed in multiple trainings for new students, including a special session for residence life staff, the Randolph Programming Board, Davenport leaders, and all first-year students during Orientation.

### **Hazing**

All first-year students and student leaders participate in a hazing presentation that is highly interactive and introduces students to the definitions of hazing, what forms are against the law, and which are against college policy. Students learn that Virginia law requires the campus to notify the local Commonwealth's Attorney regarding certain types of hazing for consideration for prosecution. The program addresses various types of hazing including mental and physical hazing. Consequences for hazing are discussed, and real-life examples are incorporated so students can see the ramifications of actions. The program closes by addressing how to take action, including but not limited to not being a bystander.

### **Primary Awareness and Prevention Programming for New Employees**

All new employees are required to complete an online training module, *Bridges: Building A Supportive Community* by VectorSolutions. The module is distributed and overseen by the College's Human Resources Department. Most employees complete the required training within two weeks of employment; all employees must complete the training within two months of employment. The Director of Human Resources and Human Resources Assistant work in conjunction with faculty division heads and the Provost of the College to ensure compliance. All employees have access to a computer through one of the College's computer laboratories, and headphones can be provided upon request (necessary to complete the module in a public space). Assistance is provided to any employee who has difficulty accessing or interacting with the web-based content. This program reviews:

- Randolph College's prohibition of all forms of sexual and gender-based misconduct as outlined in the College's Sexual Misconduct Policy, including but not limited to dating violence, domestic violence, sexual assault (non-consensual sexual intercourse and non-consensual sexual touching) and stalking
- federal and state laws that prohibit campus sexual violence (see Virginia Code below)
- how to identify forms of sexual violence and where to report them
- consent
- how to support and assist survivors of sexual violence, and
- how to prevent sexual violence on campus and in the workplace
- prohibited retaliation



## Online Resources

Title IX Sexual Misconduct and Reporting for Students

[www.randolphcollege.edu/sexualmisconduct/](http://www.randolphcollege.edu/sexualmisconduct/)

The Human Resources Department maintains a non-discrimination and equal employment opportunity page for Faculty, Staff, and Students

[www.randolphcollege.edu/humanresources/non-discrimination-and-equal-employment-opportunity/](http://www.randolphcollege.edu/humanresources/non-discrimination-and-equal-employment-opportunity/)

### Title IX and Sexual Misconduct Policy for Students

IMPORTANT INFORMATION FOR THOSE WHO MAY BE A VICTIM OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING.

#### A. Policy Statement and Jurisdiction:

Randolph College is committed to maintaining a community in which learning and working can be conducted in an environment of human dignity and respect. The College stands opposed to all forms of harassment, including sexual and gender-based harassment, and will work to prevent such behavior within the College community. Sexual misconduct is antithetical to the values and standards of the Randolph community, is incompatible with the safe, healthy environment that the community expects and deserves, and will not be tolerated.

Randolph College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, marital status, veteran status, gender identity or expression, or sexual orientation, or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies.

Under certain circumstances, sexual misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX. Any act of sexual misconduct constitutes a violation of College policy. The College is committed to fostering a community that promotes prompt reporting of all alleged acts of sexual misconduct and the timely and fair resolution of sexual misconduct cases. Creating a safe environment is the responsibility of all members of the College community. This policy is intended to define community expectations, to establish a mechanism for determining when those expectations have been violated, and to protect the rights and needs of Complainants and Respondents.

This Policy applies to all of the College's community members, including students, faculty, staff, and third parties, such as alumni, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the College ("Third Parties"). This Policy applies to acts of Prohibited Conduct committed by or against students, faculty, staff, or Third Parties. Alleged misconduct subject to this Policy ("Prohibited Conduct") includes both **Title IX Prohibited**

**Conduct** (which is defined by law) and **Community Standards Prohibited Conduct** (which includes allegations that do not meet the definitions under Title IX, but nonetheless violate the College's community standards, as defined in this Policy). Subject to the definitions of Title IX Prohibited Conduct (which have a limited scope of application), the College will respond to Prohibited Conduct when the conduct:

- occurs on the College's campus or other property owned or controlled by the College;
- occurs in the context of the College's employment or education program or activity;
- occurs off-campus or outside of the College's program or activity, but has continuing adverse effects on or creates a hostile environment for the College's community members while on the College's campus or other property owned or controlled by the College or in an employment or education program or activity of the College.

#### **B. Title IX and the Title IX Coordinator:**

Title IX is a federal civil rights law that prohibits colleges and universities that receive Federal financial assistance from discriminating on the basis of sex in education programs and activities. Sexual harassment, which includes acts of Sexual Assault, is a form of sex discrimination prohibited by Title IX. Title IX provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

20 U.S.C. § 1681

Sexual Harassment and Discrimination based on sexual orientation and/or gender identity is also prohibited under Title VII of the Civil Rights Act of 1964, the Virginia Values Act, and other applicable statutes.

The College has designated a Title IX Coordinator to oversee compliance with Title IX. The Title IX Coordinator ensures training and education of the College's community members, oversees all reports of Prohibited Conduct and coordinates the College's response and/or resolution to all reports. The Title IX Coordinator is a neutral party and is available to meet with any community member as needed to discuss available resources, options and supports. Any inquiries or concerns about the College's application of Title IX, and any question of interpretation regarding this Policy, may be addressed to the Title IX Coordinator. The Title IX Coordinator is available in person or by phone or email during regular business hours:

Tamara Kusic  
Title IX Coordinator  
Title IX Offices, Main Hall  
2500 Rivermont Avenue  
Lynchburg, VA 24503  
Phone: (434) 947-8778  
[tkusic@randolphcollege.edu](mailto:tkusic@randolphcollege.edu)

Any inquiries or concerns about the College's application of Title IX may also be addressed

to the U.S. Department of Education Office for Civil Rights:

U. S. Department of Education, Office for Civil Rights District of  
Columbia Office  
400 Maryland Avenue, S.W  
Washington, DC 20202-1475  
Telephone: (202) 453-6020  
Facsimile: (202) 453-6021  
[Email: OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

### **C. Prohibited Conduct:**

This Policy prohibits specifically defined forms of behavior, generally referred to as “Title IX Prohibited Conduct” and/or “Community Standards Prohibited Conduct.” These two categories of Prohibited Conduct are detailed below with specific classifications. Title IX Prohibited Conduct and/or Community Standards Prohibited Conduct is determined inclusive of the sex, gender, sexual orientation and/or gender identity/expression of involved parties.

#### **1. Title IX Prohibited Conduct**

A potential violation of Title IX Prohibited Conduct must meet the following criteria:

- The conduct is alleged to have occurred in the United States;
- The conduct is alleged to have occurred in the College’s education program or activity, which is defined as locations, events or circumstances over which the College exercises substantial control over both the Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the College;

If the above criteria are met, the below represent specific covered sexual harassment violations:

- a. **Title IX Sexual Harassment** - conduct on the basis of sex that involves an employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College’s education program or activity.
- b. **Title IX Sexual Assault** - may include any of the following Prohibited Conduct:
  - Penetration, no matter how slight, of the vagina or anus with any body part of object, or oral penetration by a sex organ of another person, without the consent of the alleged victim;
  - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged victim;
  - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
  - Non-forcible sexual intercourse with a person who is under the statutory

age of consent.

- c. **Title IX Dating Violence** – Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, (3) the frequency of interaction between the persons involved in the relationship.
- d. **Title IX Domestic Violence** – Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the Commonwealth of Virginia’s domestic or family violence laws or by any other person against an adult or youth alleged victim who is protected from that person’s acts under the domestic or family violence laws of the Commonwealth of Virginia.
- e. **Title IX Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. For purposes of this definition, (i) course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property; (ii) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (iii) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## 2. Community Standards Prohibited Conduct

Conduct that does not meet one or more of the definitions of Title IX Prohibited Conduct, may still be Prohibited Conduct if it falls within the scope of this Policy and meets one of the following definitions:

- a. **Non-Title IX Sexual Harassment** - Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature whether verbal, non-verbal, graphic, physical or other, when conditions (i) and/or (ii), below, are present:
  - i. submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, academic standing or participation in any program and/or activity of the College or used as the basis for decisions affecting the individual (quid pro quo

- harassment);
- ii. such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, pervasive or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the College's education or employment programs and/or activities. The conduct must be deemed severe, pervasive or persistent under both a subjective and objective standard.

**1. Hostile Environment** – the determination of whether an environment is “hostile” must be based on the totality of known circumstances, including:

- the frequency, nature and severity of the conduct;
- whether the conduct was physically threatening;
- the effect of the conduct on the Complainant's mental and/or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the speech or conduct unreasonably interfered with the Complainant's educational or work opportunities or performance (including study abroad), College-controlled living environment, work opportunities, or performance.

A hostile environment can be created by persistent or pervasive conduct or, if sufficiently severe, by a single incident. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical. In considering whether a policy violation has occurred, the College will evaluate any issues relating to academic freedom and freedom of speech.

- b. **Gender-based harassment** – Gender-based Harassment is any act of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise, even if the act does not involve conduct of a sexual nature, when the acts are based on the sex, gender, sexual orientation, gender identity or gender expression and conditions (i) and/or (ii), below, are present:
  - i. submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing or participation in any program and/or activity of the College or used as the basis for decisions affecting the individual (quid pro quo harassment);
  - ii. such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, pervasive or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the College's education or employment programs and/or activities. The conduct must be deemed severe, pervasive or persistent under both a subjective and objective standard.
- c. **Non-Title IX Sexual Assault** - Sexual Assault is having or attempting to have

*sexual intercourse* or *sexual contact* with another individual without Consent.

*Sexual intercourse* is any vaginal or anal penetration, however slight, with any object or by a penis, tongue, finger or other body part performed by an individual upon another individual. Sexual intercourse also includes any contact, however slight, between the mouth of one individual and the genitalia of another individual.

*Sexual contact* is any intentional sexual touching, however slight, of the breasts, buttocks, groin, or genitals, whether clothed or unclothed, with any object or body part performed by an individual upon another individual. *Sexual contact* includes making an individual touch another individual with or on the breasts, buttocks, groin or genitals.

- d. **Sexual Exploitation** - Sexual Exploitation is purposely, knowingly, or attempting to:
  - i. Observe or allowing third parties to observe an individual's genitalia, groin, breasts or buttocks or private sexual activity without the knowledge and consent of the participants, including through a hidden location or through electronic means in a place where there is a reasonable expectation of privacy;
  - ii. Record or photograph an individual's genitalia, groin, breasts or buttocks or private sexual activity without consent;
  - iii. Disseminate recordings or photographs of an individual's genitalia, groin, breasts or buttocks or private sexual activity without consent;
  - iv. Expose genitals or inducing another to expose their own genitals without Consent;
  - v. Expose another individual to a sexually transmitted infection(s) without the other's knowledge;
  - vi. Cause incapacitation of another individual through alcohol, drugs, or any other means, for the purpose of compromising that individual's ability to consent to sexual activity; or
  - vii. Assist or otherwise facilitate any act of Community Standards Prohibited Conduct.
  
- e. **Non-Title IX Intimate Partner Violence** - Intimate Partner Violence includes both dating violence and domestic violence and includes any act of violence or threatened act of violence against a person who is, or has been involved in, a relationship of a sexual, dating, domestic, or other intimate nature with the Respondent. Intimate Partner Violence can encompass a broad range of behavior and may include Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Physical Assault, Stalking, and Retaliation.

The College will evaluate the existence of the relationship based upon the Complainant's statement and take into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship.

- f. **Physical Assault** - Physical Assault is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person. The College may address Physical Assault under this Policy when it

occurs in the context of other forms of Community Standards Prohibited Conduct, such as Sexual Assault, Intimate Partner Violence or is based upon the sex, gender, sexual orientation and/or gender identity or expression of the Complainant.

- g. Non-Title IX Stalking** - Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for the person's safety or safety of others or to suffer substantial emotional distress.
- **Course of conduct** means two or more acts, including but not limited to, acts in which an individual directly, indirectly or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about another individual, or interferes with another individual's property.
  - **Substantial emotional distress** means significant mental suffering or anguish.
  - **Reasonable person** means a reasonable person under similar circumstances to the victim.

Stalking includes cyber-stalking, a particular form of stalking in which an individual uses electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact.

- h. Retaliation** - Retaliation is any adverse action taken against an individual because they were involved in the reporting, investigation or resolution of a report of Prohibited Conduct. Retaliation includes threats, intimidation, harassment, coercion, violence or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy. Activity protected under this Policy may include an individual's right to make a report and/or file a complaint that Prohibited Conduct has taken place, an individual's ability to participate in the complaint resolution process, and/or if an individual's good faith effort to intervene as a bystander. The prohibition against retaliation applies to any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, any witness, or any other individuals who participate (or refuse to participate) in any manner in an investigation, proceeding, or hearing.

Retaliation may occur even where there is a finding of "not responsible" under this Policy. Good faith actions lawfully pursued in response to a report of Prohibited Conduct are not Retaliation. Retaliation should be promptly reported to the Title IX Coordinator and will be investigated and resolved under this Policy and Procedures.

- i. Discrimination** - Discrimination under this Policy is defined as actions that deprive other members of the community of educational or employment access,

benefits or opportunities on the basis of sex, gender identity or expression, or sexual orientation.

- j. **Right to Proceed on Conduct Prohibited by Separate Policy** - the College reserves the right to adjudicate other Community Standards as defined by policies outside of the scope of the Title IX and Sexual Misconduct Policy in instances when the conduct is associated with an alleged issue of Prohibited Conduct.

**D. Terminology:**

1. **Complainant**, for the purposes of this Policy, means the person who is alleged to have experienced the Prohibited Conduct, regardless of whether that individual makes a complaint or desires disciplinary action.
2. **Respondent**, for the purposes of this Policy, means the person who allegedly committed a violation of this Policy. The Respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
3. **Title IX Coordinator** has ultimate oversight responsibility for handling Title IX related complaints and identifying and addressing any patterns or systemic patterns involving Prohibited Conduct. The Title IX Coordinator can answer questions regarding the process for reporting, investigating, and adjudicating complaints of Prohibited Conduct. The Coordinator is available to meet with individuals who are involved with or concerned about issues or College processes, incidents, patterns, or problems related to Prohibited Conduct on campus or in College programs. The College's Title IX Coordinator is:

**Tamara Kosic**  
**Title IX Coordinator**  
Title IX Offices, Main Hall  
2500 Rivermont Avenue  
Lynchburg, VA 24503  
Phone: (434) 947-8778  
[tkosic@randolphcollege.edu](mailto:tkosic@randolphcollege.edu)

Any person may report Prohibited Conduct (whether or not the person reporting is the person alleged to be the victim of Prohibited Conduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

4. **Deputy Title IX Coordinator(s)** means College employees designed to assist the Title IX Coordinator in responding to reports of Prohibited Conduct. Deputy Title IX Coordinators can answer questions regarding the process for reporting, investigating,



and adjudicating complaints of Prohibited Conduct. They are available to meet with individuals who are involved with or concerned about issues or College processes, incidents, patterns, or problems related to Prohibited Conduct on campus or in College programs. The following individuals have been designated as Deputy Title IX Coordinators:

- **Jaclyn Beard, Deputy Title IX Coordinator**  
Located in Main Hall, 136 or via email at [jbeard@randolphcollege.edu](mailto:jbeard@randolphcollege.edu) or 434-485-8031.
- **Mara Amster, Professor of English & Deputy Title IX Coordinator**  
Located in Smith Memorial Building Room 406 or via email at [mamster@randolphcollege.edu](mailto:mamster@randolphcollege.edu) or 434-947-8514..

5. An **Investigator** is a neutral party in charge of handling the investigation of a Formal Complaint and who provides a detailed, unbiased report that fully summarizes relevant evidence.
6. **Advisor** – Each party has the right to choose and consult with an Advisor of their choice. The Advisor may be any person, including an attorney. The parties may be accompanied by their respective Advisors at any meeting or proceeding under this Policy. While the Advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not (except when conducting cross-examination as explained below) speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings. The Title IX Coordinator will have the authority to remove from any meeting, process, or hearing an Advisor who does not comply with the expectations of this Policy.

In the event that an investigation proceeds with a hearing and a party does not have an Advisor present at the live hearing, the College must provide an Advisor, without fee or charge to that party, who may be, but is not required to be, an attorney solely to conduct cross-examination on behalf of that party. At the hearing, the Hearing Chair must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.

Advisors provided by the College will be adults with an understanding of the purpose of cross-examination but will not necessarily have the training or skills of an attorney.

7. A **Report** is a notification of an alleged incident that occurred either on campus or as part of a College or College-recognized program or activity.
8. The **Formal Complaint** is a document submitted by a Complainant and bearing the Complainant's physical or digital signature, or otherwise indicating that the Complainant is the one filing the Formal Complaint, or signed by the Title IX Coordinator or Deputy Title IX Coordinator requesting that the College investigate the

allegations of Prohibited Conduct. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the employment or educational program or activity of the College. A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail (email), by using the contact information listed on the Title IX webpage, or as described in this Policy. Individuals who would like more information about filing a Formal Complaint are invited to contact the Title IX Coordinator for additional information. In the event that the Title IX Coordinator signs the Formal Complaint, this act does not make the Title IX Coordinator the “Complainant” for purposes of this Policy.

9. **Education program or activity**, for the purposes of this Policy, includes: (i) locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the sexual harassment occurs; (ii) These obligations extend to incidents of Title IX Prohibited Conduct that occur off campus if any of three conditions are met: (a) The off-campus incident occurs as part of the College’s operations; (b) The College exercises substantial control over the Respondent and the context of alleged Title IX Prohibited Conduct that occurred off-campus; or (3) the incident of Title IX Prohibited Conduct occurs at an off-campus building owned or controlled by a student organization officially recognized by the College.
10. **Supportive Measures** mean 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 program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College’s educational environment, or to deter sexual harassment. The Title IX Coordinator can provide a wide range of supportive measures including, but not limited to, counseling, academic modifications and support, campus escort services, no-contact orders, housing modifications, work schedule modifications, and increased security and monitoring of certain areas of the campus. **Supportive measures are available regardless of whether a Complainant pursues criminal or disciplinary action through the College.**

The Title IX Coordinator also will promptly inform the Complainant and/or Respondent of any action(s) that will directly impact the Complainant and/or Respondent. A Complainant or Respondent shall be afforded a prompt review, reasonable under the circumstances, of the need for, and terms of, any supportive measure that directly affects them, and may do so by contacting the Title IX Coordinator. The Title IX Coordinator on their own or at the request of either party retains the discretion to impose and/or modify any supportive measures based on all available information. Supportive measures will remain in effect, unless new circumstances arise which warrant reconsideration of the supportive measures. The availability of supportive measures will be determined by the specific circumstances of each case. Each party shall have the right to submit evidence regarding the propriety of supportive measures. The Title IX Coordinator will consider a number of factors in

determining which measures to take, including the needs and requests of the individuals seeking supportive measures; the severity or pervasiveness of the reported Prohibited Conduct; any continuing effects on the Complainant and/or Respondent; whether the Complainant and the Respondent share the same residence hall, dining hall, academic course(s), job location; and whether other judicial measures have been taken to protect the Complainant (e.g., Protective Orders).

In some cases, students may choose to seek a leave of absence or a reduced course load; these actions may, in turn, impact matters such as a student's immigration, visa and/or financial aid status. In such cases, the Title IX Coordinator assists the student in coordination with the Dean of Students, the Vice President for Finance and Administration, or other appropriate resources.

The Title IX Coordinator will ensure individuals receive written notification of all their rights and options, regardless of whether the individual chooses to file a Formal Complaint under this Policy or make a report to law enforcement.

11. **Standard of Evidence** – The standard of proof in all Prohibited Conduct cases will be preponderance of the evidence. This standard requires the Decision-maker(s) to conclude that it is more likely than not that the Respondent engaged in Prohibited Conduct in order for there to be a finding of responsible. This standard of proof differs from the higher standard used in criminal cases, beyond a reasonable doubt. Therefore, there could be instances when the criminal justice system declines to prosecute a case criminally but a finding of responsible is reached under this Title IX and Sexual Misconduct Policy.
12. **Days** means business days when all College offices are open. This does not include weekends, holidays or inclement weather when College offices are closed.
13. **Consent** is an affirmative decision to engage willingly in mutually acceptable sexual activity given by clear words or actions. It is an informed decision made freely and actively by all involved parties. In order for a sexual encounter to be consensual, each participant must agree to engage in each act of the encounter. All participants should make clear their willingness or lack of willingness to continue at each progression of the sexual interaction and should not make assumptions about consent during the sexual activity, as confusion or ambiguity may arise.

Consent may not be inferred from silence, passivity, lack of resistance or lack of active response alone. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Nor does a current or previous dating or sexual relationship constitute consent to sexual activity in every instance.

Either party may withdraw consent at any time during the sexual encounter. Once withdrawal of consent has been expressed by words or actions that indicate a clear desire to end sexual activity, all sexual activity must cease immediately. Sexual conduct will be considered “without consent” if no clear consent, verbal or non-verbal, is given. This includes situations in which an individual's ability to consent freely is

taken away by another person or circumstance. Examples may include, but are not limited to, when an individual is incapacitated due to alcohol or drugs, passed out, fearful for the individual's safety or the safety of others, physically forced, intimidated, coerced, mentally or physically impaired, threatened, or confined. The use of alcohol or drugs can limit a person's ability to give consent freely and clearly. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether or not consent has been freely and clearly given. The perspective of a reasonable person evaluating another person's physical or verbal functions will be the basis for determining whether one should have known that the use of alcohol or drugs impaired that person's ability to give consent. Being intoxicated or impaired by alcohol or drugs does not diminish one's responsibility to obtain consent and is never an excuse for sexual misconduct.

Consent cannot be obtained through force, including physical force, threats, intimidation, or coercion which would compel a reasonable person to engage in unwanted sexual activity against their will. This may include pressure that would

compel a reasonable individual to initiate or continue sexual activity against that individual's will.

#### **E. Required Training:**

Any individual designated by the College as a Title IX Coordinator, Investigator, decision-maker, or any person designated by the College to facilitate an informal resolution process shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The College will ensure that Title IX Coordinators, Investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The College will ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. The College will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of Prohibited Conduct.

#### **F. Requests for Extensions of Time:**

The Title IX Coordinator may extend any deadlines within this Policy, for good cause shown and documented. The Complainant and Respondent will be notified in writing of any extension, the reasons for it, and projected new timeline(s).

## **G. Obligation to Provide Truthful Information:**

All community members of the College are expected to cooperate fully and provide truthful information in any report or proceeding under this Policy. Providing false or misleading information in bad faith, such as with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct, is prohibited and subject to disciplinary sanctions under the College's Community Standards and disciplinary action under the appropriate employee disciplinary policy. Even if a report is later not substantiated, that does not necessarily mean that the information was provided in bad faith.

## **H. Reporting Prohibited Conduct:**

Randolph College strongly supports and encourages prompt reporting of Prohibited Conduct. If you believe you or someone you know has been a victim of Prohibited Conduct, you should report the incident(s) to the College's Title IX Coordinator or to Campus Safety as soon as possible. Because Prohibited Conduct may constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal action, the College encourages individuals to report alleged Prohibited Conduct promptly to campus officials and to law enforcement authorities.

Individuals may file a complaint at any time, but the College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. The College's investigation and resolution of a complaint (not including an appeal, if applicable) will generally be completed within 80 business days of the receipt of the complaint, this timeframe may be extended for good cause by the Title IX Coordinator.

Any student may file a complaint against other students of the College, in which case this Policy applies, or against employees (staff, administration, faculty) of the College, in which case the respective Title IX and Sexual Misconduct Policies for Staff or Faculty will apply. In addition, a College employee may file a complaint against other employees or students of the College. Students and employees of the College may also file complaints regarding third parties who are not enrolled at or employed by the College if the conduct giving rise to the complaint is related to the College's academic, educational, or extracurricular programs or activities. The College may not have jurisdiction to discipline third parties, but it can provide a student or employee with support services and, if appropriate, it will conduct an investigation of the incident to ensure that it does not represent a pattern of Prohibited Conduct occurring at the College or involving its students or employees.

### **1. Employee Reporting Responsibilities**

Randolph College is committed to protecting the privacy of all individuals involved in the resolution of a report of Prohibited Conduct. Throughout the reporting, investigation and resolution of a complaint, including the implementation of supportive measures, the College will make reasonable efforts to protect the privacy interests of all involved individuals in accordance with federal and state law while also conducting a thorough review and response to eliminate,

prevent, and address Prohibited Conduct.

Certain employees of the College are designated as either an Actual Knowledge Employee or a Confidential Employee. Actual Knowledge Employees have reporting obligations under this Policy, but will, to the fullest extent possible, maintain the privacy of an individual's information. Confidential Employees do not have a reporting obligation under Title IX and will keep information confidential (except as required or permitted to by law).

### **Confidential Employees**

A Confidential Employee is a licensed medical, clinical or mental health professional, or ordained clergy or staff member in the offices of a licensed medical, clinical or mental health professional, or ordained clergy. A Confidential Employee will not make a report to the College unless there is written consent to do so from the patient/client, there is the risk of imminent threat of harm to self or others, or there is reasonable suspicion of abuse of a minor (someone under the age of 18). The College's Confidential Employees are:

- All employees in the Counseling Center;
- All employees in the Health Center; and
- Any other professional with a legally recognized privilege.

Consistent with the Clery Act, any data collected from Confidential Employees about the disclosures of Prohibited Conduct will be done in an aggregate manner and in a way that does not reveal personally identifying information of the parties to include in annual crime statistics, address any systemic concerns, and inform training and education programs.

### **Actual Knowledge Employees**

An Actual Knowledge Employee is an employee who upon receipt of allegations of sexual harassment is required to make an immediate report to the Title IX Coordinator or Deputy Title IX Coordinator(s). This report must include the Actual Knowledge Employee's name and contact information, and all known details about an incident, including dates, times, locations, names of involved individuals and the nature of the incident. Actual Knowledge Employees differ from Confidential Employees and all other employees of the College due to their ability to institute corrective measures related to an incident of alleged Prohibited Conduct. Actual Knowledge Employees include: the Title IX Coordinator, Deputy Title IX Coordinator(s), the Director of Human Resources, the Dean of Students, the Director of Campus Safety, and the Provost of the College. The College's obligation to respond under this Policy is only triggered upon notice to an Actual Knowledge Employee.

Unless designated as a Confidential Employee or Actual Knowledge Employee, all other employees of the College are encouraged to make an immediate report to the Title IX Coordinator or Deputy Title IX Coordinator(s) upon receiving information about an incident of Prohibited Conduct. The report should include the reporting employee's name and contact information so that the Title IX Coordinator can follow up. Student Employees, such as Teaching Assistants, and all other student employees, are encouraged to report to the Title IX Coordinator or Deputy Title IX Coordinator(s) when disclosures

are made to any of them in their capacities as employees. Employees other than Confidential Employees should keep information private, but cannot maintain confidentiality. Employees are encouraged to share all known details about an incident with the Title IX Coordinator, including dates, times, locations, names of involved individuals and the nature of the incident. Officers and employees of the College who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. The information provided to a non-confidential resource will be used only as necessary for the Title IX Coordinator to investigate and/or seek resolution.

### **Public Awareness Events**

No employees are required to report information shared during public awareness events. Public awareness events including public events or forums at which individuals disclose experiences of sexual violence or other forms of Prohibited Conduct are not considered notice to the school for the purpose of triggering an individual investigation unless initiated by the Complainant. The College may use any information provided at such events to review policy, inform ongoing education and prevention efforts, and assess climate to learn more about the prevalence of Prohibited Conduct at the College. Further, if the College learns information at a public awareness event that raises safety concerns for the broader community, it may be required to take action to protect the community.

### **Clery Act Reporting**

Under the Clery Act, the College is required to issue timely warnings to the College community where certain reported crimes (including some forms of Prohibited Conduct) pose a serious or continuing threat to the College community. The Clery Act also requires the College to maintain, make available to the public, and provide to the United States Department of Education statistics about certain reported crimes in a daily crime log and annual security report. Timely warnings and the College's crime statistics do not include personally identifying information of Complainants.

## **2. How to Report Immediate Assistance**

Follow the reporting options below if you or someone you know has been a victim of Prohibited Conduct:

**Campus Safety, 24 hours a day, 7 days a week**, dial 0 from an on-campus phone or 434.947.8000, or call the Lynchburg Police Department at 911.

Individuals are strongly encouraged to inform the Lynchburg Police Department about instances of Prohibited Conduct. Individuals may file reports directly with local law enforcement agencies by dialing 911. Note: Individuals may inform law enforcement authorities about Prohibited Conduct and discuss the matter with a law enforcement officer without making a formal criminal complaint (or a College complaint). Individuals who make a formal criminal complaint may also choose to pursue a College complaint simultaneously.

Individuals may contact any of the following for assistance in filing a report with local law enforcement:

- **Residence Assistants or Head Resident 24 hours a day, 7 days a week**

- **Title IX Coordinator – Tamara Kasic**  
Located in the Title IX Offices in Main Hall from 9:30 am to 5:00 pm. M, W, F or via email at [tkasic@randolphcollege.edu](mailto:tkasic@randolphcollege.edu) or 434-947-8778
- **Director, Campus Safety – Kris Irwin**  
Located in the Dean of Students Suite in Main Hall from 8:00 am to 4:00 pm, M-F or via email at [kirwin@randolphcollege.edu](mailto:kirwin@randolphcollege.edu) or 434-947-8144
- **Associate Director, Campus Safety & Security – Angela Greene**  
Located in Smith Hall Room 101 from 8:00 am to 4:00 pm, M-F or via email at [agreene@randolphcollege.edu](mailto:agreene@randolphcollege.edu) or 434.485.8077

### 3. Filing a Report with the College

The College encourages individuals who have experienced, have knowledge of, or have witnessed Prohibited Conduct to make a report to the College. The College will seek to honor the Complainant’s request(s) for anonymity, that an investigation not be pursued and/or that no disciplinary action be taken if it is possible to do so while also protecting the safety and well-being of the Complainant and the College community. **See section H.3. below.**

Making a Report to the College does not require participation in any subsequent proceedings by the College, nor is a Formal Complaint required in order for an individual to receive supportive measures.

Although there is no time limit for reporting Prohibited Conduct to the College, the College’s ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the College. If the Respondent is no longer a member of the College community, the College will not take disciplinary action, but will provide appropriate supportive measures, assist the Complainant in identifying external reporting options, and take other reasonable steps to respond under Title IX.

Individuals are encouraged to make a direct report of Prohibited Conduct by contacting one of the following individuals or offices:

- **Tamara Kasic, Title IX Coordinator**  
Located in Main Hall from 9:30 am to 5:00 pm. M, W, F or via email at [tkasic@randolphcollege.edu](mailto:tkasic@randolphcollege.edu) or 434-947-8778
- **Jaclyn Beard, Deputy Title IX Coordinator**  
Located in Thoresen Hall Room 101. M-F or via email at [jbeard@randolphcollege.edu](mailto:jbeard@randolphcollege.edu) or 434-485-8031
- **Mara Amster, Professor of English & Deputy Title IX Coordinator** Located in Smith Memorial Building Room 406 or via email at [mamster@randolphcollege.edu](mailto:mamster@randolphcollege.edu) or 434-947-8519



- **Kris Irwin, Director of Campus Safety** Located in Main Hall from 8:00 am to 4:00 pm M-F or via email at [kirwin@randolphcollege.edu](mailto:kirwin@randolphcollege.edu) or 434-947-8144

Individuals may also file anonymous reports by calling Campus Safety or completing a form online at [Silent Witness Form](#). Individuals who choose to file anonymous reports are advised that it may be very difficult for the College to follow up or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes. The Clery Act requires all colleges that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Any person (i.e., the alleged victim, a bystander, a witness, a friend, or any other person) may report Prohibited Conduct to the Title IX Coordinator, thereby triggering the College's obligation to respond. Upon receipt of such a report, the Title IX Coordinator will reach out to the Complainant, if known, to discuss the availability of supportive measures, regardless of whether a Formal Complaint is filed, consider the complainant's wishes with respect to supportive measures, and explain to the complainant the process for filing a formal complaint. A Formal Complaint, which will trigger the grievance process set forth below, can only be filed by the individual who is the alleged victim of the misconduct or the Title IX Coordinator.

#### **4. Confidentiality & Anonymity**

A Formal Complaint must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the Formal Complaint; a Formal Complaint cannot be filed anonymously. A Complainant's identity may remain confidential from the Respondent for supportive measures (to the extent possible while implementing the supportive measure), but to implement a grievance process to resolve allegations that a Respondent has engaged in Prohibited Conduct against a Complainant, the Complainant's identity must be disclosed to the Respondent, if known.

Where the Complainant requests that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no further action be taken, the Title IX Coordinator will seek to honor the preferences of the Complainant wherever possible taking into consideration the safety factors listed above and its legal obligations. The Title IX Coordinator will determine whether the Title IX Coordinator will sign a Formal Complaint even if the Complainant declines to do so. In such a case, neither the Title IX Coordinator, nor the College will become the Complainant or the party to the disciplinary matter. Where the Title IX Coordinator has determined that the College must proceed with a Formal Complaint despite a Complainant's request to the contrary, the Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, the College's investigation will involve speaking with the Respondent and others who may have relevant information, in which case the Complainant's identity may have to be disclosed. In such cases, the Title IX Coordinator will notify the Complainant that the College intends to proceed with a Formal Complaint, but that the Complainant is not required to participate in the investigation or in any other actions undertaken by the College.

## **5. Review Committee**

As required under Code of Virginia § 23-9.2:15, in alleged cases involving sexual violence, the Title IX Coordinator will consult with a Review Committee. The Committee will include the Title IX Coordinator (or a designee); the Director or Associate Director of Campus Safety; and a member of the Student Affairs Division. The Title IX Coordinator may also include other members of the college community as deemed appropriate. This Committee shall convene within 72 hours of receiving the report.

The Review Committee will determine if disclosure of information to the law enforcement agency responsible for investigating the alleged act of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the Complainant or other individuals, consistent with FERPA regulations. If the Committee determines this disclosure is necessary, the Title IX Coordinator will notify the Complainant of any disclosure that is made.

If the alleged incident would constitute a felony violation under Code of Virginia § 18.2-61, the Director or Associate Director of Campus Safety will consult with the Commonwealth's Attorney within 24 hours of the Review Committee meeting, without disclosing personally identifiable information about the individuals involved.

## **6. Emergency Removal**

The College retains the authority to remove a Respondent from the College's program or activity on an emergency basis. If at any point following the receipt of a report of Prohibited Conduct, the College determines that the Respondent poses an immediate threat to the physical health or safety of the Complainant or any other person(s), including the Respondent, the College may temporarily remove the Respondent from any or all of its programs or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any Prohibited Conduct.

Before imposing an Emergency Removal, the Dean of Students (or their designee) will undertake an individualized safety and risk analysis concerning the Respondent at the request of the Title IX Coordinator. An Emergency Removal will be imposed only if the Dean of Students (or their designee) concludes that the threat to physical health or safety arises from the allegations of Prohibited Conduct and warrants the removal.

An Emergency Removal may involve the denial of access to some or all of the College's campus facilities, academic program, or other programs or activities. While the College may provide alternative academic or employment opportunities during an Emergency Removal, it is not required to do so. Non-punitive actions taken as Supportive Measures (e.g., changes in housing) do not constitute Emergency Removals.

The Title IX Coordinator will notify the Respondent of the terms imposed in connection with an Emergency Removal. The Respondent has the opportunity to challenge the Emergency Removal upon receipt of that notice. In order to challenge the Emergency Removal, the Respondent shall submit a written statement via email to the Title IX Coordinator, within three (3) business days from the date of the notice of Emergency Removal, explaining why Emergency Removal is not

appropriate. The Title IX Coordinator will designate an individual to review the challenge to the Emergency Removal, who may seek additional information from the Respondent or any other involved party to reach their decision. The Emergency Removal will remain in place while the review of the challenge is pending. A decision will be issued as soon as possible under the circumstances. The decision is final and not subject to further appeal.

## **7. Individuals with Disabilities**

The College will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this policy. Requests for accommodations must be made to the Office of Access Services, 434.947.8132.

## **8. Protecting Students Reporting Prohibited Conduct**

The Title IX Coordinator or designee will consult with the reporting party or the Complainant regarding protective measures such as changes to campus housing or academic schedules, removing the student's information from the College directory, or issuing a "no contact order."

Retaliation against any person for filing, supporting, or providing information in connection with a complaint of sexual misconduct is strictly prohibited. Violations will be addressed through this Policy. Any person who feels they have been subjected to retaliation should make a report to the Title IX Coordinator.

The College considers the reporting and adjudication of Prohibited Conduct cases on campus to be of paramount importance. The College does not condone underage drinking; however, the College may extend limited immunity from possible sanctioning for illegal alcohol use to the Complainant, Respondent, witnesses, and those reporting incidents or assisting the Complainant or Respondent, provided that they are acting in good faith in such capacity.

## **9. Administrative Leave**

The College may place a non-student employee Respondent on administrative leave during the pendency of its grievance process after receipt of a formal complaint, subject to any rights that may be available under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

### **I. College's Initial Response to All Reports of Prohibited Conduct:**

#### **Receiving a Report:**

Upon receipt of a report of Prohibited Conduct, the Title IX Coordinator or their designee will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator will

make an initial assessment of the reported information and respond to any immediate safety or well-being concerns raised by the report. In this intake assessment, the Title IX Coordinator will conduct a preliminary assessment and:

- Inform the Complainant of the right to seek medical treatment, and explain the importance of obtaining and preserving forensic and other evidence;
- Inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order;
- Inform the Complainant about campus and community resources, including no-contact orders;
- Inform the Complainant of the right to file a Formal Complaint and the right to seek Informal Resolution after filing a Formal Complaint; ascertain the Complainant's expressed preference for manner of resolution (Informal Resolution, Formal Resolution, or neither); and discuss with the Complainant any concerns or barriers to participating in any investigation and resolution by the College;
- Explain the College's prohibition against Retaliation and that the College will take prompt action in response to any act of Retaliation;
- Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other third party with knowledge of the reported incident;
- Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), as required by law, contact the appropriate child protective service agency;
- Coordinate with appropriate officials of the College to determine whether the report triggers any Clery Act reporting requirements, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations;
- Ensure that the Complainant receives a written explanation of all available resources and options and is offered the opportunity to meet to discuss those resources and options; and
- Assess, based on the totality of the known circumstances, any threat to the safety or well-being of the Complainant or the College community. This determination will be guided by the following safety factors:
  - Whether the Respondent has prior history, is the subject of prior reports and/or complaints related to any form of Prohibited Conduct, or has any history of violent behavior;
  - Whether the Respondent has a history of failing to comply with any no-contact orders issued by the College, other supportive measures by the College, and/or any judicial protective order;
  - Whether the report is an escalation in Prohibited Conduct by the Respondent;
  - Whether the Respondent has threatened to commit violence or any form of Prohibited Conduct;
  - Whether the Prohibited Conduct involved multiple Respondents;
  - Whether the Prohibited Conduct involved physical violence or use of a weapon;
  - Whether the report or other available information reveals a pattern of

Prohibited Conduct;

- o Whether the Prohibited Conduct was facilitated through the use of drugs or intoxicants;
- o Whether the Prohibited Conduct occurred while the Complainant was unconscious, physically helpless or unaware that the Prohibited Conduct was occurring;
- o Whether the Complainant is (or was at the time of the Prohibited Conduct) a minor (under 18); and/or
- o Whether any other aggravating circumstances or signs of predatory behavior are present.

In all cases, the initial report, Intake Assessment, and the determinations of the Title IX Coordinator will be documented and retained by the College in accordance with applicable law.

#### **J. Procedures for Resolving Formal Complaints:**

Following an intake assessment and receipt of a Formal Complaint, the Title IX Coordinator will initiate the complaint resolution process. These Procedures offer two forms of resolution of Complaints of Prohibited Conduct: (1) Informal Resolution, which includes a variety of informal options for resolving Formal Complaints, set forth below at Section K, and (2) Formal Resolution, which involves a formal investigation and adjudicatory hearing. The College may consolidate complaints alleging Prohibited Conduct 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 Prohibited Conduct arise out of the same facts or circumstances.

#### **Dismissal of a Formal Complaint:**

The Title IX Coordinator will dismiss a Formal Complaint for the purposes of any form of Title IX Prohibited Conduct if any of the following circumstances are met:

- Even if proved, the misconduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in Section C.1.;
- The misconduct alleged in the Formal Complaint did not occur in the College's education program or activity; or
- The misconduct alleged in the Formal Complaint is not alleged to have occurred in the United States.

Dismissal of Title IX Prohibited Conduct for the foregoing reasons does not preclude the College from proceeding with charges of other forms of misconduct, including Community Standards Prohibited Conduct.

Further, if any of the above circumstances are met, the Title IX Coordinator may still dismiss the Formal Complaint for purposes of any form of Title IX Prohibited Conduct and/or Community Standards Prohibited Conduct, in the Title IX Coordinator's sole discretion:

- A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal

- Complaint;
- The Respondent is no longer enrolled or employed by the College; or
- If specific circumstances prevent the College from gathering sufficient evidence to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

If a Formal Complaint is dismissed, the involved parties will receive simultaneous written electronic notice of the dismissal, including the reason for the dismissal. Any party may appeal the decision by submitting a request for appeal to the Title IX Coordinator by email within seven (7) business days of the date of the notice from the Title IX Coordinator. The appeal will be determined using the procedures set forth in this Policy.

## **Formal Grievance Procedure**

### **Written Notice of Allegations/Formal Complaint**

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide the following written notice to the parties who are known:

- (A) Notice of the College's grievance process, including any informal resolution process.
- (B) Notice of the allegations of Prohibited Conduct, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Prohibited Conduct, and the date and location of the alleged incident(s), if known.
- (C) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- (D) Notice that the parties may have an Advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence presented.
- (E) Notice of any provision in the College's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

**Ongoing notice requirement.** If, in the course of an investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the original notice provided, the College will provide notice of the additional allegations to the parties whose identities are known.

**Investigation of a Formal Complaint.** The Complainant and the Respondent each will be contacted by an Investigator. When investigating a formal complaint and throughout the grievance process, the College will:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.
- Not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so for a grievance process.
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the Advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of Advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the Advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding 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.
- Prior to completion of the investigative report, the College will send to each party and the party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have 10 Business Days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- The College also will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
- In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation or designated review and response period will generally not be considered in the determination of responsibility for a violation of the Policy, and will not be considered by the Decision-maker(s) or on Appeal.
- Unless there are significant additional investigative steps required as identified by

the Investigator, after receipt and consideration of any additional comments, questions and/or information submitted by the parties during the designated review and response period, create an investigative report that fairly summarizes relevant evidence and, at least 10 business Days prior to a hearing (if a hearing is required under this section or otherwise provided) or other time of determination regarding responsibility, send to each party and the party's Advisor, if any, the investigative report in an electronic format or a hard copy, for their review.

**Timeframe.** As previously stated, the College's investigation and resolution of a complaint (not including an appeal, if applicable) will be completed within a reasonable timeframe from the receipt of the complaint; this timeframe may be extended for good cause by the Title IX Coordinator. Any party may request an extension of any deadline by providing the Title IX Coordinator with a written request. The Title IX Coordinator may modify any deadlines contained in this policy as necessary and for good cause, and shall notify both parties accordingly.

**Prehearing Conference.** The Title IX Coordinator or designee will convene a prehearing conference to plan for the hearing and to discuss the following topics: hearing agenda, procedures and protocols, expectation, confirmation of review of evidence by Complainant and Respondent and Advisors. Those present at each such prehearing conference may include Complainant, Respondent, Advisor(s), the Hearing Officer, and Investigator.

**The Hearing.** The College's grievance process provides for a live hearing.

The Hearing Officer. Randolph College has moved to a single adjudicator model. The Title IX Coordinator or designee will randomly select the Hearing Officer, who cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The Hearing Officer must be trained to hear cases of Prohibited Conduct, including the topics set out in this Policy at Section C. The Title IX Coordinator or designee will share the Formal Complaint and the investigative report with the Hearing Officer.

Notice of the Designation of the Hearing Officer. Promptly after randomly selecting the Hearing Officer, the Title IX Coordinator or designee will provide concurrent written notice to the Complainant and the Respondent, along with their Advisors, setting forth the names of the individual selected as the Hearing Officer. If only a portion of the alleged Prohibited Conduct justifies continuing to the hearing process, the Title IX Coordinator or designee will also specify in the notice which part(s) of the alleged Prohibited Conduct will be the subject of the hearings.

The parties may challenge the participation of the Hearing Officer on the basis of an actual bias or conflict of interest by submitting a written objection to the Title IX Coordinator or designee within three (3) business days of delivery of the notice of the designation of the Hearing Officer. Such objection must state the specific reason(s) for the objection. The Title IX Coordinator or designee will evaluate the objection and determine whether to alter the designation of the Hearing Officer. Any changes in the designation of the Hearing Officer will be provided in writing to both parties prior to the date of the first hearing.

Hearing Policies and Procedures



1. *Submission of Written Materials by the Parties.* Within five (5) business days of delivery of the notice of designation of the Hearing Officer, the Complainant and the Respondent may provide the Title IX Coordinator or designee with a list of witnesses, if any, that they propose that the Hearing Officer call and a brief description of each proposed witness' connection to or knowledge of the issues in dispute.
2. *Notice of the Hearings.* Not less than five (5) days, but no more than 10 days after delivery of notice of the designation of the Hearing Officer to the parties, the Title IX Coordinator or designee will provide a separate notice to the Complainant, the Respondent, their respective Advisors, and any witnesses or other third parties whose testimony the Hearing Officer deems relevant, requesting such individuals to appear before the Hearing Officer. The notice should set forth, as applicable, the date, time, and location of the relevant individual's hearing. In its notices to the Complainant and the Respondent, the names of the witnesses or other third parties that the Hearing Officer plans to call will be provided.
3. *Advisors at the Hearing.* If a party does not have an Advisor present at the live hearing, the College will provide without fee or charge to that party, an Advisor of the College's choice, to conduct cross-examination on behalf of that party.
4. *Expected Decorum.* The following Expectations of Decorum are to be observed in the hearing, during cross-examination, and as applicable to any meetings associated with resolution of a Formal Complaint; they apply equally to all parties and Advisors. The Title IX Coordinator will have the authority to remove from the meeting, process, or hearing an involved party and/or Advisors who do not comply with the Expectations of Decorum.
  - Questions must be conveyed in a neutral tone.
  - Parties and Advisors will refer to other parties, witnesses, Advisors, and College staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
  - No party may act abusively or disrespectfully during the hearing toward any other party or to witnesses, Advisors, or Decision-maker(s).
  - While an Advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum.
  - The Advisor may not yell, badger, or physically "lean in" to a party's or witness's personal space. Advisors may not approach the other party or witnesses without obtaining permission from the Hearing Officer.
  - The Advisor may not use profanity or make irrelevant ad hominem attacks upon a party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question.
  - The Advisor may not ask repetitive questions. This includes questions that have already been asked by the Decision-maker(s), the Advisor in cross-examination, or the party or Advisor in direct testimony. When the Hearing Officer determines a question has been "asked and answered" or is otherwise not relevant, the Advisor must move on.
  - Parties and Advisors may take no action at the hearing that a reasonable person in

the shoes of the affected party would see as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

5. *Testimony and Evidence.* The Hearing Officer must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally, notwithstanding the discretion of the College to otherwise restrict the extent to which Advisors may participate in the proceedings.

- At the request of either party, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

Only relevant cross examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless 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 if 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.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot 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.

6. *Logistics.* Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

7. *Recording.* The College will create an audio or audiovisual recording of any live hearing and make it available to the parties for inspection and review.

At any time prior to the date of their designated hearing, the Respondent may elect to acknowledge their actions and take responsibility for the alleged Prohibited Conduct. In such a situation, the Title IX Coordinator or designee will propose sanction(s). If the Complainant and the Respondent agree to such proposed sanction(s), then the complaint will be resolved without a hearing and without any further rights of appeal by any party. If either the Complainant or

Respondent objects to such proposed sanction(s), then the Hearing Officer will determine a sanction. The decision of the Hearing Officer regarding sanctions may be subject to appeal.

### **Determination Regarding Responsibility.**

Following the conclusion of the hearing(s), the Hearing Officer will issue a written determination regarding responsibility. To reach this determination, the College will apply the preponderance of the evidence standard. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for Prohibited Conduct, or both. Sanctions imposed by the College include, but are not limited to: Probation; Conduct Warning; Suspension; Expulsion; Termination; Organizational sanctions including probation and rescinding recognition; and/or Any other educational and/or remedial measures to eliminate, prevent or address the Prohibited Conduct. In the most serious cases, Suspension, Expulsion or Termination is probable.

The written determination will include:

- (A) Identification of the allegations potentially constituting Prohibited Conduct;
- (B) 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 hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the College's Policy to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- (F) The College's procedures and permissible bases for the Complainant and Respondent to appeal.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Sanctions imposed are not effective until the resolution of any timely appeal. However, if it is advisable in order to protect the welfare of the Complainant, witnesses or members of the College community, the Hearing Officer (or other decision-making body, if applicable) may recommend, and the Title IX Coordinator may determine, that any sanctions be effective immediately and continue in effect until such time as the appeal process is exhausted.

*Final Accommodations and Corrective Action.* In addition to any sanctions imposed on the Respondent, promptly following the conclusion of the hearings and the Hearing Officer's issuance of a determination of responsibility, the Title IX Coordinator or designee will determine the final accommodations to be provided to the Complainant, if any, and the Title IX Coordinator or designee will communicate such decision to the Complainant and, to the extent that it affects them, to the Respondent.

*Final Outcome Letter.* Within ten (10) business days following the conclusion of the hearings, the Hearing Officer will issue a written decision letter simultaneously to the Respondent and the Complainant. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **Appeals**

Both Complainant and Respondent may appeal from a determination regarding responsibility, and from a College's dismissal of a Formal Complaint or any allegations therein, on the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- (C) The Title IX Coordinator, Investigator(s), or decision-maker(s) 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.

Appeals of the determination must be made in writing to the Title IX Coordinator. Upon timely receipt, the Title IX Coordinator will do the following:

- (A) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- (B) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator;
- (C) Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this Policy;
- (D) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- (E) Issue a written decision describing the result of the appeal and the rationale for the result; and
- (F) Provide the written decision simultaneously to both parties.

In reviewing an appeal, the Dean of Students (or designee) will make a determination: (a) that the decision of the Hearing Officer should stand; (b) that the decision of the Hearing Officer should be overturned; or (c) that additional hearings should occur or evidence should be obtained before making an appellate determination.

In the event that the Dean of Students (or designee) determines that the decision of the Hearing Officer should be overturned or that additional hearings should occur or additional evidence should be obtained, they will specify the appropriate steps to be taken to come to a final resolution of the complaint (which may or may not include an additional hearing or set of hearings before a different hearing officer).

### Appeals of the Sanction

Similarly, the sanctions imposed on a Respondent may be appealed on grounds that the severity of the sanction is disproportionate to the gravity of the Prohibited Conduct for which the Respondent was found responsible. Appeals must be made in writing to the Title IX Coordinator. Upon timely receipt, the Title IX Coordinator will do the following:

- (A) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- (B) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator;
- (C) Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this Policy;
- (D) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- (E) Issue a written decision describing the result of the appeal and the rationale for the result; and
- (F) Provide the written decision simultaneously to both parties.

The Dean of Students (or designee) will make a determination (a) that the decision of the Hearing Officer should stand, (b) that the decision of the Hearing Officer should be overturned, or (c) that additional hearings should occur or evidence should be obtained before making an appellate determination.

In the event that the Dean of Students (or designee) determines that the decision of the Hearing Officer should be overturned or that additional hearings should occur or additional evidence should be obtained, they will specify either (a) the final sanctions to be imposed on the Respondent, which will not be subject to further appeal or (b) that another hearing will be convened before the Hearing Officer for the sole purpose of considering sanctions, in which case the final sanctions set by the Hearing Officer will not be subject to further appeal.

The Dean of Students' (or designee's) determination is final and will be implemented immediately by the College. No further appeals will be allowed.

### **K. Informal Resolution Process:**

Informal Resolution presents the opportunity for the Complainant and Respondent to resolve allegations of Prohibited Conduct without an investigation or hearing. Participation in Informal Resolution in lieu of the Formal Complaint Resolution Process is purely voluntary. As to Title IX Prohibited Conduct, Informal Resolution is available only when a Formal Complaint has been filed and the parties agree to its use in writing. For cases involving Community Standards Prohibited Conduct, the Title IX Coordinator may use any form of Informal Resolution and need not strictly follow the procedures set out in this section. Informal Resolution may be used only with the approval of the Title IX Coordinator, who may deem its use inappropriate based on the specific allegations involved or other factors. Informal resolution is not available to resolve a student-Complainant's allegation that an employee has engaged in Title IX Prohibited Conduct.

Prior to initiating Informal Resolution, the Title IX Coordinator will provide the Parties with written notice disclosing the following:

- The specific allegations and the specific conduct that is alleged to have occurred;
- The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, if any, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint,
- Any consequences resulting from participating in the informal resolution process, including:
  - that any statements or disclosures made by the parties during the course of the informal resolution will not be considered in a subsequent investigation and Formal Resolution;
  - that any facilitator chosen by the Title IX Coordinator to oversee informal resolution may not serve as a witness in the event the Formal Resolution process commences; and
- identification of any records that will be maintained or could be shared.
- Any consequences that may result from not participating in the alternative resolution process, including the possibility of the College conducting an appropriate adjudication process;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility;
- An explanation that each party may be accompanied by an Advisor;
- An opportunity for the parties to meet with the Title IX Coordinator separately to learn more about the alternative resolution process and the adjudication process;
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant;
- An explanation that the Alternative Resolution process is generally expected to be completed within thirty (30) days, and may be extended for good cause by the Title IX Coordinator and that all parties will be notified, in writing, of any extension and the reason for the extension.
- Obtains the parties' voluntary, written consent to the informal resolution process; and
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Informal Resolution can be commenced at any point prior to the conclusion of a Hearing under the Formal Resolution Processes. It may be conducted by an Informal Resolution Facilitator appointed by the Title IX Coordinator. The Complaint, Respondent, Title IX Coordinator, or Facilitator may terminate Informal Resolution at any time prior to its completion. If Informal Resolution is terminated, the Formal Resolution Process will promptly commence or resume, as appropriate.

Informal Resolution may take many forms as agreed to between the Complainant, Respondent and Title IX Coordinator, including, but not limited to:

- **Mediation:** Mediation may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Mediation typically does not require an admission of responsibility for the Prohibited Conduct by the Respondent.
- **Restorative Justice:** Restorative Justice may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Restorative Justice typically requires an admission of responsibility for the Prohibited Conduct, or certain allegations, by the Respondent.
- **Educational Programming/Training:** Targeted or broad-based educational programming or training for relevant individuals or groups may be provided by the Title IX Coordinator, or the facilitator of their choice based upon an agreement of the involved parties.

If a mutually agreeable resolution cannot be reached, the facilitator shall send each party written notification of that fact and the Title IX Coordinator shall then resume the resolution process with respect to the Formal Complaint. The Title IX Coordinator shall maintain a copy of the written notification in the Title IX Coordinator's confidential file.

The outcome of the Informal Resolution will be documented in an agreement or other form that is signed by both the Complainant and the Respondent. Informal Resolution will not be used to impose disciplinary action against the Respondent and will not be reported to third parties; however, it may be taken into consideration in the event of future findings of responsibility for Prohibited Conduct or other violations of the College's policies.

The Informal Resolution process typically should be completed within thirty (30) business days of the parties documenting their agreement to participate. That period may be extended at the discretion of the Title IX Coordinator. The Title IX Coordinator will maintain records of all reports referred for informal resolution.

#### **L. Academic Transcript Notations:**

As required by the Code of Virginia, the Title IX Coordinator will notify the Registrar to include a notation on the academic transcript of each student who has been (1) suspended for, (2) has been expelled (permanently dismissed) for, or (3) withdraws from the College during an investigation for Prohibited Conduct.

#### **M. Retaliation:**

Neither the College or any of its personnel shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or

refused to participate in any manner in an investigation, proceeding, or hearing in accordance with this process. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitute retaliation.

The exercise of rights protected under the First Amendment do not constitute retaliation, however, for purposes of this Policy. And, charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

The College must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures for Prohibited Conduct.

#### **N. Training, Education and Prevention Programs:**

The College offers online and in-person educational opportunities to students, staff, and faculty – they include presentations, workshops, seminars, and trainings to help maintain an environment free from Prohibited Conduct. First-year students participate in awareness and prevention programming during orientation; examples of those programs include healthy relationships, recognition and reporting of sexual violence to include dating violence, domestic violence, stalking, sexual assault, and other forms of sexual harassment, etc. In addition, there is specialized training for student leaders such as bystander intervention and mandated reporting.

The College provides training to students and employees to ensure they understand this Policy, rights and responsibilities, and the topics and issues related to maintaining an education and employment environment free from Prohibited Conduct.

The College seeks to prevent Prohibited Conduct through ongoing education, awareness programs, and training. Training topics include but are not limited to: the prohibition of Prohibited Conduct including all relevant definitions, resources available to impacted parties, the role of the Title IX Coordinator, the importance of bystander intervention, risk assessment and reduction strategies, awareness of violence and its long-term impacts, and sanctions for individuals who violate the College's Policy as well as any training requirements as outlined by relevant state and federal law.

The College's Title IX Coordinator oversees the education and prevention initiatives calendar,



tailoring programming to campus needs and climate. Incoming first-year students, transfer students and new employees will receive primary prevention and awareness programming. Returning students and employees will receive ongoing training on a periodic basis. All educational programs include information about resources and reporting options available for students, faculty, and staff.

The Title IX Coordinator, Deputy Coordinators, Dean of Students, Provost, and the Director of Athletics shall be responsible for implementing and providing the training for the College community

### **Training for Title IX Staff, Investigators, Adjudicators, and other Facilitators**

Any materials used to train Title IX Coordinators, Investigators, Adjudicators, and any person who facilitates an Informal Resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of Prohibited Conduct. All staff in the Office of Title IX Programs and Compliance, Investigators, Adjudicators, and any person who facilitates an informal resolution process will receive training on: the definition of sexual harassment and Prohibited Conduct; the scope of the College's education program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes (as applicable); and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Investigators will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Adjudicators will also receive training on any technology used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. All Investigators will receive annual training on issues related to Prohibited Conduct and on how to conduct an investigation that is trauma-informed as to *all* parties, fair and impartial, provides parties with notice and a meaningful opportunity to be heard, and protects the safety of Complainants and members of the College's community while promoting accountability.

Adjudicators are also trained at least annually on non-discrimination; the dynamics of sexual misconduct; the factors relevant to a determination of credibility; the appropriate trauma-informed manner in which to receive and evaluate sensitive information from *all* parties; the manner of deliberation; evaluation of consent and incapacitation; the presumption of non-responsibility and the application of the preponderance of the evidence standard; sanctioning; and the College's Title IX and Sexual Misconduct Policy and these Procedures.

#### **O. Related Policies:**

For Students: [The Randolph College Student Handbook](#)

For Staff: [Employee Handbook](#)

For Faculty: [Faculty Handbook](#) & [Employee Handbook](#)

## **P. Annual Review:**

The Title IX Coordinator, the Deputy Title IX Coordinators, and the Director and the Associate Director of Campus Safety, will review the Policy on at least an annual basis. The review will include evolving legal requirements, evaluating the resources available to parties, checking contact information, and assessing the effectiveness for the policy as written. The Title IX Coordinator shall submit changes to the President and the Board or email the President with an acknowledgement that the policy was reviewed and no changes were needed.

### **Notification of Sex Offenders**

Institutions of higher education are required by the Campus Sex Crimes Prevention Act to issue a statement advising the campus community where they may obtain law enforcement agency information provided by a state about registered sex offenders. The Act also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Virginia Department of State Police. In accordance with the law, information concerning offenders registered may be disclosed to any person requesting information on specific individuals. This information is available at the Virginia State Police Sex Offender Information Web Site located at:

<http://sex-offender.vsp.virginia.gov/sor/>.

### **Definitions of Crimes and Reportable Incidents**

Under the Federal Crime Awareness and Campus Security Act of 1990, the following is a list of crimes that must be reported by all colleges and universities. Incidents that are reported by a college under the campus act have actually occurred on that campus.

### **Categories of Crime Statistics**

#### **Criminal Offenses**

- Murder and Non-Negligent Manslaughter – The willful, non-negligent killing of one human being by another.
- Negligent Manslaughter – The killing of another person through gross negligence. Does not include traffic fatalities.
- Sexual Assault (Sex Offenses) – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape is 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. This offense includes the rape of both males and females.

- Fondling is 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 incapacity.
  - Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape is sexual intercourse with a person who is under the statutory age of consent. (Statutory age may vary by state.)
- 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 or violence and/or by putting the victim in fear.
  - Aggravated Assault – Includes unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury; usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
  - Burglary – Includes attempted or completed unlawful entry of a residence hall, house, warehouse, or structure to commit a felony or a theft. Includes reported burglaries even if the missing property was later determined to be merely lost and/or was recovered. Does not include theft from automobiles or shoplifting.
  - Motor Vehicle Theft - Includes theft or attempted theft of a golf cart, automobile, motorcycle, motor scooter, or other motor vehicle used on land. Does not include theft from a motor vehicle.
  - Arson – Includes any willful or malicious burning or attempt to burn, with or without intent to defraud a house, public building, motor vehicle, or personal property of another. Includes only fires determined through investigation by law enforcement officials to have been set willfully or maliciously.

## **Hate Crimes**

- Hate Crimes – Defined in this report as crimes committed against a person that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, disability, ethnicity, or national origin. For Clery Act purposes, hate crimes include any of the following offenses that are motivated by bias.
  - Murder and Non-Negligent Manslaughter
  - Sexual Assault
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
  - Larceny-Theft

- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

### **Violence Against Women Act (VAWA) Offenses**

- **Dating Violence**

May be committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- Length of relationship
- Type of relationship
- Frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, Dating Violence includes, but is not limited to sexual or physical abuse, or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. In order to meet compliance requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Domestic Violence**

Is a felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) by 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**

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.

### **Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws**

- **Weapons:**

Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possessions, concealments, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

- **Drug Abuse Violations:**

Drug Abuse Violations are defined as 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.

- **Liquor Law Violations:**

Liquor Law Violations are defined as 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.

Statistics for violations of the law that occur on Randolph Clery Act geography\* and result in arrests or persons being referred for disciplinary action must be reported. Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

\*As defined by the Clery Act.

### **Location Definitions**

*from the Jeanne Clery of Campus Security Policy and Campus Crime Statistics Act*

#### ***On-Campus***

(1) Any building or property which is owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendors).

#### ***Residential Facilities***

Residence Halls on College property:

- Bell Hall
- Main Hall
- Moore Hall

- Webb Hall
- West Hall
- Wright Hall
- Grosvenor Apartments

***Non-Campus Building or Property***

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

\*Randolph College has no off-campus student organization facilities.

***Randolph College Properties***

(All Properties Located Within the City of Lynchburg, VA unless otherwise noted)

All Buildings Located at 2500 Rivermont Avenue:

- Am Sam Cabin – Student Activity
- Bell Hall – Residence Hall
- Boiler Room/Power Plant - Mechanical
- Cheatham Hall – Dining Hall
- Dell Stage – Outdoor Theatre
- Houston Chapel – Assembly
- Leggett – Academic Building
- Lipscomb Library – Library
- MAC (Michels Athletic Center) – Athletics and Dance
- Mailroom
- Maier Museum of Art – Art Museum
- Main Hall – Administrative Offices and Residence Hall
- Student Center
- Martin Science – Academic (includes offices and labs)
- Moore Hall – Academic and Residence Hall
- Nursery School (accommodates ages 3-5)
- Norfolk House – Vacant/Storage
- Observatory – Academic
- Pines House – Academic (Art)
- Presser – Academic (Music)
- Psychology – Academic (includes classrooms, labs, and offices)
- Smith Hall – Academic (includes classrooms and offices)
- Terrell Health and Counseling Center –Counseling and Health Services
- Thoresen Hall – Staff/Faculty Offices

- WildCat Stadium Fieldhouse – Athletics
- WildCat Stadium Press box – Athletics
- Webb Hall – Residence Hall
- West Hall – Residence Hall
- Wright Hall – Residence Hall

Off Campus Properties:

- 2476 Rivermont Avenue – Business Lease with Magnolia Foods
- 2480 Rivermont Avenue – Business Lease with Riverside Runners
- 2601 Rivermont Avenue (Doyle House) – Institutional Advancement Offices
- 2615 Rivermont Avenue (Casey House) – Alumnae Offices
- 2711 Rivermont Avenue – Admission Offices
- 2715 & 2717 Rivermont Avenue – Grosvenor Apartments – Residence Hall
- 3115 Rivermont Avenue – Randolph House (President’s Residence)
- 166 A Norfolk Avenue - Land
- 176 & 178 Norfolk Avenue (Butler House) – Institutional Advancement Offices

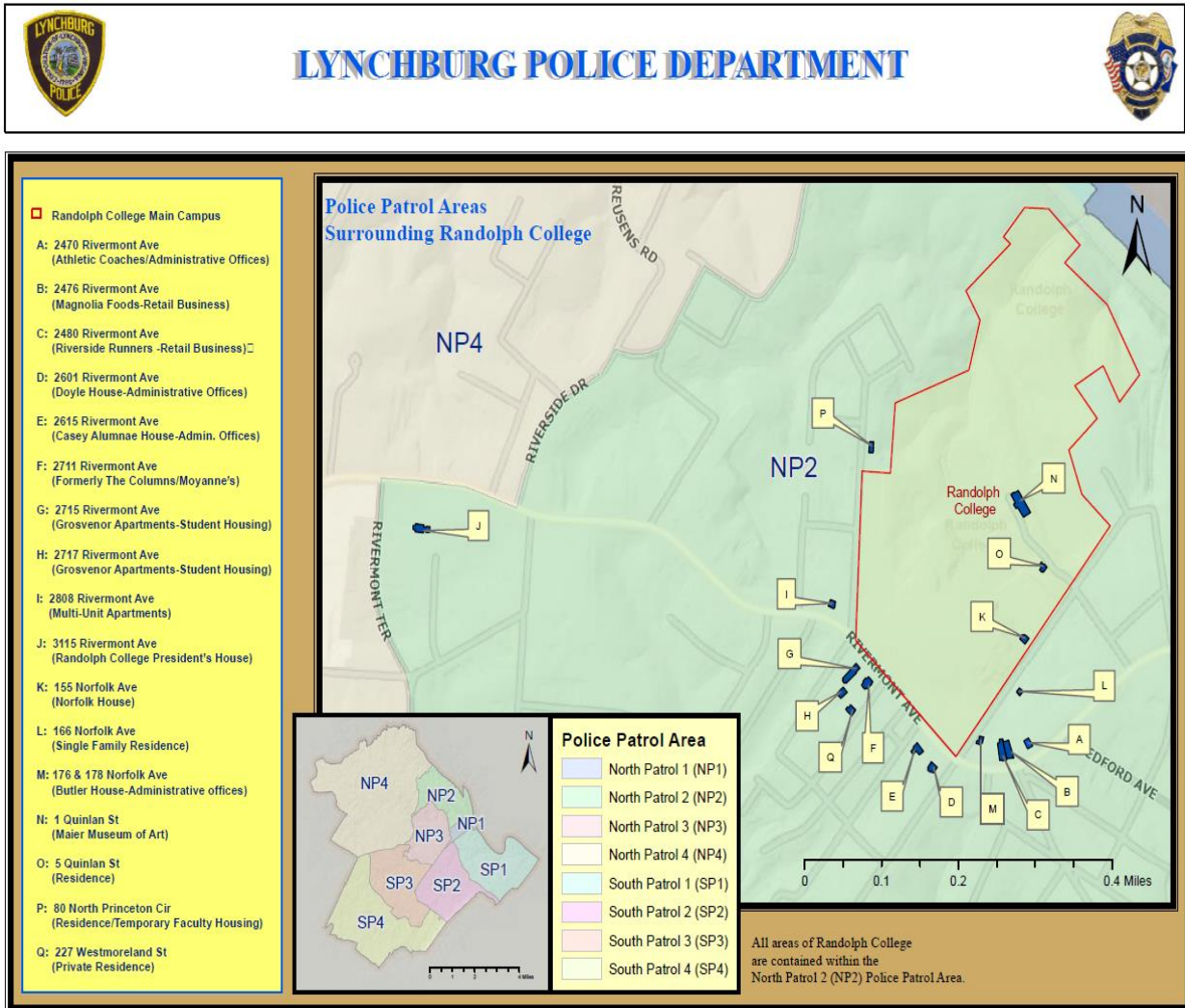


## Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The following image is provided by the Lynchburg Police Department, indicating Randolph College main campus boundaries and owned properties not located on the main campus. The campus is surrounded by the following public streets:

- Rivermont Avenue to the south and east;
- Norfolk Avenue to the east;
- North Princeton Circle to the west;
- Quinlan Street partially to the south as it becomes a private roadway that terminates at the Maier Museum of Art, 1 Quinlan Street;
- The southern-most section of the College's property is heavily wooded to the James River.





Note: *Reported crime statistics do not include crimes that occur on privately owned property or businesses on or adjacent to Randolph College property. This data is available from the Lynchburg Police Department Crime Analysis Unit, and Campbell Sheriff's Departments.*

### **Statistical Information**

Campus crime and fire logs are available for review at the Reception and Information Desk in Main Hall lobby during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. Three-year crime statistics are included in this report on pages 70 through 72 and are also available at this web address: <https://www.randolphcollege.edu/campussafety/crime-statistics/>.

Note: There are very limited circumstances in which a report of a crime is investigated by the Lynchburg Police Department or other law enforcement agency and determined to be unfounded or believed not to have occurred. These types of reports are withheld from the crime statistics.

**Summary of Reported Crimes 2020 - 2022**

<b>Category</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>Residential Facilities On Campus</b>	<b>Non-Campus Buildings</b>	<b>On Public Property</b>	<b>Total</b>
Murder/Non-Negligent Manslaughter	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Negligent Manslaughter	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Sex Offense - Rape	2020	2	2	0	1	<b>3</b>
	2021	2	2	0	0	<b>2</b>
	2022	3	2	0	1	<b>3</b>
Sex Offense - Fondling	2020	0	0	0	0	<b>0</b>
	2021	3	2	0	0	<b>3</b>
	2022	1	0	0	0	<b>1</b>
Sex Offense - Incest	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Sex Offense – Statutory Rape	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Robbery	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Aggravated Assault	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Burglary	2020	3	2	0	0	<b>3</b>
	2021	0	0	0	0	<b>0</b>
	2022	4	3	0	0	<b>4</b>
Arson	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Motor Vehicle Theft	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	1	<b>1</b>
	2022	2	0	0	0	<b>2</b>

### Summary of Reported Hate Crimes 2020 - 2022

**2020:** There were no hate crimes reported.

**2021:** There were no hate crimes reported

**2022:** There were no hate crimes reported.

Summary of Reported VAWA Statistics 2020 - 2022						
Category	Reporting Year	On Campus	Residential Facilities On Campus	Non-Campus Buildings	On Public Property	Total
Dating Violence	2020	1	1	0	0	<b>1</b>
	2021	3	3	0	0	<b>3</b>
	2022	4	4	0	0	<b>4</b>
Domestic Violence	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
Stalking	2020	0	0	0	0	<b>0</b>
	2021	1	1	0	0	<b>1</b>
	2022	3	3	0	0	<b>3</b>

**Summary of Arrests & Disciplinary Referrals 2020 - 2022**

<b>Category</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>Residential Facilities on Campus</b>	<b>Non-Campus Buildings</b>	<b>On Public Property</b>	<b>Total</b>
<b>Arrests for:</b>						
• Weapons: Carrying, Possessing, etc.	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
<b>• Drug Abuse Violations</b>						
	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
<b>• Liquor Law Violations</b>						
	2020	0	0	0	0	<b>0</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
<b>Disciplinary Referrals for:</b>						
• Weapons: Carrying, Possessing, etc.	2020	1	1	0	0	<b>1</b>
	2021	0	0	0	0	<b>0</b>
	2022	0	0	0	0	<b>0</b>
<b>• Drug Abuse Violations</b>						
	2020	4	4	0	0	<b>4</b>
	2021	2	2	0	0	<b>2</b>
	2022	0	0	0	0	<b>0</b>
<b>• Liquor Law Violations</b>						
	2020	3	3	0	0	<b>3</b>
	2021	7	7	0	0	<b>7</b>
	2022	22	22	0	0	<b>22</b>

# Fire Safety Report

## Overview

The Higher Education Opportunity Act requires all academic institutions in the United States to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related campus statistics associated with student housing. The following public disclosure report details all information required by this law as it relates to Randolph College.

## Fire Safety

Each year college and university students across the country experience a growing number of fire-related emergencies. There are several causes for these fires; however, most are due to a general lack of knowledge about fire safety and prevention, or general carelessness.

Unfortunately, most college students do not realize how quickly a fire can occur. Proper fire safety education helps students realize they are not invincible and that fires do happen in campus-related settings. Students and employees should take steps to protect themselves no matter where they live.

## Regulations

All members of the College community are expected to be aware of and address any situations or conditions that might result in a fire on the campus. Concerns about potential fire hazards must be immediately reported to the Campus Safety Department for evaluation and remedy. The following are College-wide fire safety regulations for all persons on campus:

- A. Fire exits must be clear at all times. Items in hallways and fire exits will be confiscated and the owners of the items fined.
- B. Tampering with College fire safety equipment—including, but not limited to smoke detectors, heat detectors, fire extinguishers, and sprinkler heads—is prohibited.
- C. Setting any unauthorized fire in or on College property is prohibited.
- D. The possession or use of fireworks of any kind on campus is prohibited.
- E. All occupants of a building must exit the building immediately whenever a fire alarm sounds, reporting to the exterior location designated as the evacuation location for that building. Students are responsible for ensuring that their guests also exit the building immediately.
- F. All students and their guests must comply with instructions from Security officers, residence life staff, and other College staff during a power outage.
- G. Candles, incense, and any device with an open flame or exposed heating element are prohibited.
- H. Hot pots, popcorn poppers, coffee makers, MicroFridges and refrigerators with grounded plugs and less than 4.2 cubic feet capacity, hair dryers, and vacuum cleaners are

appliances allowed in residence hall rooms. Prohibited appliances include toasters, toaster ovens, hot plates, lava lamps, halogen lights and microwaves. Only students who have received authorization through the Health Center may use window units or other stand-alone air-conditioners.

- I. Local fire safety regulations prohibit frying in residence hall kitchens.
- J. Causing a false fire alarm by willfully activating a pull station, heat detector, or smoke detector is prohibited. The minimum sanction is a \$250 fine and 25 hours of service. The minimum sanction for a second violation is suspension.
- K. Smoking and vaping are strictly prohibited inside any campus facility or structure. Smoking areas are defined outdoors in various campus locations in settings that are at least 50 feet from any building or building entrance. Disposal urns are placed at each of these locations.

### **Residential Housing Fire Safety**

At Randolph College, all residence halls are protected by fire detection and alarm systems that are centrally monitored 24 hours per day, seven days per week. Campus buildings are also equipped with emergency generators in critical areas or emergency lighting fixtures that incorporate backup batteries should a loss of power occur. Each is tested on a monthly basis. These systems activate automatically to assure adequate egress lighting in hallways and emergency exit stairwells. Five of six residence halls are fully equipped with sprinkler systems. Grosvenor Apartments are not equipped with sprinklers. Carbon monoxide detectors have been installed in areas where products of combustion could occur. All fire safety systems are strictly maintained and tested in accordance with applicable national standards.

\*Note: additional fire safety equipment/system information and fire alarm activation data is documented later in this report.

### **Evacuation and Reporting Fire Emergencies**

- 1. Sound the building alarm by activating the fire alarm pull station at the nearest exit.
- 2. Stay calm.
- 3. EVACUATE THE BUILDING if possible.
- 4. Never use an elevator.
- 5. If there is smoke, crawl or stay beneath the smoke. Smoke kills!
- 6. DO NOT open a door if the door knob is hot.
- 7. If leaving a room is not possible, stop the smoke from coming in by sealing cracks/small openings with tape, clothing, towels, etc.
- 8. Shout loudly for help.
- 9. Cover your nose and mouth with a wet cloth.
- 10. Never go back into a burning building for ANY reason!
- 11. **Call 911** from a safe distance away from the emergency. Report the location of the fire, and if known, if anyone is trapped inside and where.
- 12. Notify the Reception and Information Desk at 434-947-8000, or ext. '0'.
- 13. Campus Safety may also be contacted by using one of the EMERGENCY phones located readily across campus. (See Emergency Telephones page 17.)
- 14. Allow firefighters/first responders to do their jobs. Stay away!

### **Assistance for those with Mobility Issues**

Students who require an accommodation of the common or standard fire alarm system should contact Larvail Jones, the coordinator of access services/ADA & 504, within the Academic Services Center located in the Lipscomb Library. Jones may be reached via email at: [ljones@randolphcollege.edu](mailto:ljones@randolphcollege.edu) or by telephone 434-947-8132. The Office of Access Services web page may be viewed here: [http://www.randolphcollege.edu/academicservices/access\\_services/](http://www.randolphcollege.edu/academicservices/access_services/) for additional information and guidance.

### **Fire Safety Education, Training, and Fire Drills**

All on-campus residents, including those with special needs, receive comprehensive fire safety information during orientation and small group settings such as hall meetings, during the academic year. More formal fire and life safety training is provided annually by the city of Lynchburg Fire Marshal's staff for Residence Life staff, including Resident Assistants and Head Residents, and intermittently for College employees, such as Buildings and Grounds, and Campus Safety. Floor and hall meetings are held each semester to discuss fire safety issues and proper evacuation measures. Residents are required to comply with safety requirements outlined in the "Student Handbook," which includes information on fire safety and proper action to take during an emergency.

A video demonstration of the proper use of a fire extinguisher may be seen at this link provided by the Fire Equipment Manufacturer's Association:  
<http://www.youtube.com/watch?v=BLjoWjCrDqg>

Mandatory supervised fire drills are conducted in residence halls each semester in coordination with Campus Safety and Residence Life. The drills are carried out to ensure proper function of the building fire alarm system and to familiarize residents with proper evacuation procedures and designated gathering locations. Occupants of the residence hall must evacuate for a drill just as they would for an actual fire emergency. Upon completion of the drills, any noted concerns or deficiencies, such as not being able to hear the alarm and untimely exits, are assessed and attended to.

### **When the fire alarm sounds, everyone must evacuate the building immediately every time!**

ALL fire alarms must be treated as an actual fire emergency. Failure to evacuate in a timely manner may result in serious personal injury. Intentionally ignoring alarms can also lead to judicial action, sanctions, and/or fines. Anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face severe disciplinary action and possible criminal charges. Additional fire safety and emergency preparedness information may be found here: [http://www.randolphcollege.edu/security/wp-content/uploads/sites/53/2014/07/rc\\_emergency\\_procedures.pdf](http://www.randolphcollege.edu/security/wp-content/uploads/sites/53/2014/07/rc_emergency_procedures.pdf)

### **Safety Precautions and Fire Safety Education Goals**

- Provide students and community members with a program for fire safety and prevention. Involve the local fire department and representatives from the fire marshal's office, community education section.
- Teach students how to properly notify the fire department using the 911 system.

- Maintain and regularly test smoke alarms and fire alarm systems.
- Regularly inspect rooms, offices and buildings for fire hazards.
- Inspect exit doors and windows and make sure they are working properly.
- Create and update detailed floor plans of buildings, and make them available to emergency personnel, resident advisors and students.
- Conduct fire drills and practice escape routes and evacuation plans. Urge constituents to take each alarm seriously.
- Do not overload electrical outlets and make sure extension cords are used properly.
- Learn to properly use and maintain heating and cooking appliances.
- Do not tamper with any smoke or heat detector, fire alarm, fire extinguisher, emergency light, sprinkler heads or valves, or any other fire safety equipment as this is strictly prohibited.
- Do not hang items from sprinkler heads or pipes as this could result in flooding and extensive damage to personal and College property.

### **Fire Log**

A Campus Fire Log, similar to the crime log required for the Clery Act, is maintained at the College's Reception and Information Desk in Main Hall. This document contains the following information:

1. The date the fire was reported.
2. The nature of the fire.
3. The time of day the fire occurred.
4. The general location of the fire.

The log is available for inspection at the Reception and Information Desk in the Main Hall lobby during normal business hours, Monday through Friday 8:00 a.m. to 4:00 p.m. It contains information from the most recent sixty-day period. Requests for inspection of logs older than sixty days will be fulfilled and made available within two business days of the request. As with other required documentation, the fire log must be kept for three years following the publication of the last annual fire safety compliance report to which it applies (in effect, seven years).

### **Fire Statistics**

Fire statistics are collected and reported, both in the annual fire safety compliance report and the Department of Education's web-based data collection system, for each on-campus student housing facility. These statistics include:

1. The number of fires and the cause of each fire.
2. The number of person(s) who received fire-related injuries that resulted in treatment at a medical facility, including an on-campus health center.
3. The number of deaths related to a fire.
4. The value of property damage caused by a fire.

According to The Handbook for Campus Safety and Security Reporting, if there are no reported fires at a facility, this must be stated, or a 0 must be entered in the statistical data; the facility listing cannot be omitted from these disclosures.



Note: Arson is a reportable crime. Any fire investigated by police determined to be arson must be reported as a fire statistic and as a crime statistic.

Facility Name	Bell	Main	West	Moore	Wright	Webb	Grosvenor
<b><u>2020</u> Number of Actual Fires/Fire Alarm Activations**</b>	0/6	0/2	0/2	0/3	0/0	0/1	0/1
<b><u>2021</u> Number of Actual Fires/Fire Alarm Activations**</b>	0/11	0/9	1/5	0/3	0/1	0/2	0/3
<b><u>2022</u> Number of Actual Fires/Fire Alarm Activations**</b>	0/17	0/7	0/9	0/5	0/5	0/6	0/5

**\*\*Does not include scheduled drills.**

Facility Name	Bell	Main	West	Moore	Wright	Webb**	Grosvenor
# Rooms/ Maximum Occupancy	88/153	114/206	43/71	38/71	42/73	70/120	17/50
Sprinkler or Fire Suppression? Y/N	N	Y	Y	Y	Y	Y	N
Sprinkler or Fire Suppression in Storage Rooms? Y/N	Mech. Rooms	Y	Y	Y	Y	Y	N
Detection Type: Heat or Smoke	Heat/Smoke	Heat/Smoke	Heat/Smoke	Heat/Smoke	Heat/Smoke	Heat/Smoke	Heat/Smoke
Fire Alarm Alert	Horns	Horns	Horns	Horns	Horns	Horns	Horns
Strobe Lights	Y	Y	Y	Y	Y	Y	N
Centrally Monitored	Y	Y	Y	Y	Y	Y	Y
Fire Extinguishers	Y	Y	Y	Y	Y	Y	Y
# Planned Evacuations or Drills Required Per Calendar Year	2	2	2	2	2	0**	2
Evacuation Plans	Y	Y	Y	Y	Y	Y	Y
Facility Name	Bell	Main	West	Moore	Wright	Webb	Grosvenor
Number of Fires	0	0	0	0	0	0	0
Causes of Fires	None	None	None	None	None	None	None
Number of injuries Reported Requiring Treatment at a Medical Facility	0	0	0	0	0	0	0
Number of Deaths Related to Fire	0	0	0	0	0	0	0
Value of Property Damage Caused by Fire	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\*\* Webb Hall was not occupied during 2022.

### Important Telephone Numbers

<b>434-947-8000</b>	Campus Reception and Information Desk/Campus Safety Officers On-Duty 24/7
<b>911</b>	Life-threatening EMERGENCY – Fire or Medical
<b>434-947-8000 or 911</b>	Campus Safety or Lynchburg Police – to report a crime in progress, suspicious person, suspicious activity or to request assistance
<b>434-947-8130</b>	Health Center
<b>434-947-8158</b>	Counseling Center
<b>434-947-8119</b>	Dean of Students Office

\*The last four digits of the College telephone numbers above may be used to directly dial on-campus extensions from internal offices or other telephone extensions across campus.

### Compliance Statements and Contact Information

Randolph College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion in its programs and activities, including admission to and employment at the College.

The College is in compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities, including employment and admission. (Prohibited discrimination based on sex includes sexual harassment and sexual violence.) For questions regarding Title IX, please contact the Title IX Coordinator:

**Connie Everhart, Interim Director of Human Resources**  
 2500 Rivermont Avenue, Lynchburg, VA 24503  
 434-947-8704 email: [nmaynard@randolphcollege.edu](mailto:nmaynard@randolphcollege.edu)

**Tamara Kotic, Director of the Office of Civil Rights and Title IX Coordinator**  
 2500 Rivermont Avenue, Lynchburg, VA 24503  
 434-947-8778 [tkotic@randolphcollege.edu](mailto:tkotic@randolphcollege.edu)

Inquiries about the application of Title IX may also be referred to the Office for Civil Rights:

Office for Civil Rights  
 U.S. Department of Education  
 400 Maryland Avenue SW  
 Washington, D.C. 20202-1100  
 Civil Rights Hotline: 800-421-3481, fax: 202-453-6012, TDD: 800-877-8339  
<https://www2.ed.gov/about/offices/list/ocr/index.html>

## **Equal Employment Opportunity**

Randolph College is an *equal opportunity employer*. We do not discriminate or allow discrimination on the basis of race, color, religion, sex (including pregnancy), gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, political beliefs, or any other classification protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, placement, transfer, layoff, recall, compensation, and training.

We require that all of our employees (faculty, staff, and student employees), supervisors, and managers understand and adhere to this policy. Acts of discrimination, including illegal harassment, will not be tolerated. We will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship on the College.

Any violation of this Equal Employment Opportunity policy, including its prohibitions on harassment, will be dealt with severely. Any employee, including any manager or supervisor, who engages in such violation will be subject to appropriate disciplinary action up to and including discharge.

The Human Resources Office has overall responsibility for this policy and maintains reporting and monitoring procedures. Inquiries or complaints should be directed to the Director of Human Resources (located in Main Hall on the first floor), Randolph College, 2500 Rivermont Avenue, Lynchburg, Virginia 24503. Telephone 434-947-8398.

**Physical Location and Mailing Address:**

Randolph College  
Department of Campus Safety  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503

Telephone 434-947-8000

While every effort is made to provide accurate information at the time of release, Randolph College reserves the right to update policies, safety procedures, and any statements in this publication. Current information about Randolph College's safety and security-related policies and procedures is available online on the Campus Safety webpage: <http://www.randolphcollege.edu/campussafety>, and in materials published by the Offices of Student Affairs and Human Resources.