

# NOVA | Northern Virginia Community College



Northern Virginia Community College (NOVA)

## Annual Security & Fire Safety Report



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## A Message from the Director of Public Safety / Chief of Police



Dear Members of the NOVA Campus Community,

Here at NOVA, we work every day to provide an outstanding education in a safe environment. We have a dedicated staff of safety and security professionals who take many approaches that include preventive measures, rapid response capabilities, tools and equipment, and safety oriented education and training for everyone.

Please review the important safety and security information contained in this report. It represents NOVA's commitment to your wellbeing and safety.

NOVA's Police Department, Office of Emergency Management and Safety, NOVACares Office, and many others ensure the campus learning environment is safe and secure, so the College can serve the region by providing access, service, and continuous learning. We are here to serve you, but we need your help to do that most effectively. Our goal of creating the safest, most secure learning community is only possible when we work collaboratively. Therefore, I ask you to take a proactive approach toward your safety and toward helping others. You can assist simply by reporting unusual or suspicious activities or behaviors, and we will make every effort to protect your confidentiality. Reporting an incident does not necessarily result in someone getting into trouble and often gives the Police the opportunity to provide assistance to a person in need. We all want to be safe and worry free

NOVA is proactive in promoting safety and preventing crime. This report outlines many outreach programs and initiatives designed to protect and educate the NOVA community. Please familiarize yourself with the resources available to assist you. As an active member of our community, we solicit your assistance and suggestions in responding to crime and safety issues on campus.

If you have any questions, or would like more information regarding campus safety and security, or this report, please contact me at 703.764.5037 or visit the College Police website at

<http://www.nvcc.edu/police/index.html>

<http://www.nvcc.edu/emergency/office/index.html>

Daniel Dusseau

Director of Public Safety / Chief of Police

Northern Virginia Community College

## About NOVA

Since 1964, Northern Virginia Community College has offered a quality and convenient educational experience at an affordable price. NOVA is the largest educational institution in Virginia and one of the largest community colleges in the United States, with more than 75,000 students and 2,600 faculty and staff members. NOVA is also one of the most internationally diverse colleges in the United States, with a student body with individuals from more than 180 countries.

Located near Washington, D.C., the College includes campuses in Alexandria, Annandale, Loudoun, Manassas, Springfield and Woodbridge, the Extended Learning Institute in Fairfax, and educational centers in Sterling, Reston, Quantico Marine Base, Fort Myers, and Fort Belvoir. NOVA is accredited by the Southern Association of Colleges and Schools and offers more than 160 degrees at the associate's level and certificate programs. We also offer distance learning programs through our Extended Learning Institute and continuing education courses through Workforce Development. Note: The Innovation Park Center closed in October of 2016 and the Arlington Center closed in March of 2016.

## Our Mission: Access, Service, Continuous Learning

With commitment to the values of access, opportunity, student success, and excellence, the mission of Northern Virginia Community College is to deliver world-class in-person and online post-secondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.

## College Governance

### *Virginia Community College System (VCCS)*

The Virginia Community College System is the agency responsible for the administration and supervision of the system of community colleges in the Commonwealth of Virginia under the authority of the State Board for Community Colleges.

The Chancellor is the chief executive officer of the Virginia Community College System and serves as the secretary of the State Board for Community Colleges. The chancellor is appointed by the State Board for Community Colleges.

The Chancellor is responsible for formulating such rules and regulations and providing such assistance in the office of the Chancellor as necessary to support the performance of the chancellor's duties. The state board prescribes these duties, in addition to those duties otherwise prescribed by law. At its discretion, the State Board also approves the appointment by the Chancellor of such agents and employees as may be needed by the Chancellor and the VCCS to implement all assigned functions, duties, and powers.

### *VCCS Organizational Chart:*

<http://www.nvcc.edu/president/pdf/nova-org-chart.pdf>

### *VCCS Website:*

[www.vccs.edu](http://www.vccs.edu)

### *Northern Virginia Community College Board*

The Northern Virginia Community College Board is a local advisory board, made up of eleven members. These members represent the nine jurisdictions that support the College: the counties of Arlington, Fairfax, Loudoun and Prince William; and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park. The College Board has delegated authority from the State Board over local matters and advises the State Board on the College's curriculum, facilities, and finances.

### *Administrative Council*

The Administrative Council consists of the President's immediate executive staff. The Council reviews matters concerning College policy and administrative procedures and makes appropriate recommendations to the President. The Administrative Council is composed of the following standing members:

- President, Chair
- Executive Vice President for Academic and Student Services
- Vice President of Finance and Administration
- Vice President for Institutional Research, Planning and Assessment & Student Success Initiatives
- Vice President of Instructional and Information Technology
- Vice President of Workforce Development
- Vice President of Advancement
- Provost (each campus)

### *Educational Foundation*

Established in 1979, the Northern Virginia Community College Educational Foundation supports more than 200 college scholarships and academic programs. The foundation raises private financial support to augment programs and existing services and to attract funds to develop new courses and programs. For more information visit: <http://www.nvcc.edu/foundation/>

### **College Committees**

College committees are composed of faculty and staff and, in some instances, students. More information about college and campus committees can be found on the NOVA website: <https://www.nvcc.edu/about/leadership/collegeforum/committees/index.html>

NOVA's commitment to safety and security is demonstrated by its inclusive approach. To achieve a holistic view NOVA has committees that serve to improve the safety at the College:

### *College Emergency Management and Planning Committee*

The Emergency Management and Planning Committee is responsible for developing and recommending policies and procedures to the President and Vice President of Finance and Administration that meet regional, state, local and institutional needs and requirements for effective emergency plans and operations. The committee reviews campus safety policies and procedures consistent with the Governor's Executive Order # 41 (2011) and other applicable federal and state laws. The Campus Emergency Management Committee and the Campus Health, Safety and ADA Compliance Committee advise the College Emergency Management and Planning Committee to ensure policies and procedures are implemented and appropriate feedback is received.



The committee is appointed annually by the President of the College and consists of the following members:

- Vice President of Finance and Administration
- Vice President, Instructional and Information Technology
- Director, Office of Emergency Management
- Crisis Public Information Officer, Public Information
- Police Chief, College Police
- Director, Web Services & Digital Media
- Associate Vice President, Human Resources
- Provost
- [College Emergency Management & Planning Committee Link](#)

#### *Violence Prevention and Education Committee*

In accordance with VCCS and § 23-9.2:10 of Virginia Code., NOVA established the Violence Prevention and Education Committee

- Mission:
  - To provide education, training, and professional development for students, faculty, and staff that prevents violence and promotes safety and security at the college.
- Membership:
  - Chief of Police, Director of Emergency Management and Planning, the Associate Director of Training and Development, the Director of the Center for Excellence in Teaching and Learning, the Director of NOVACares Office, and the Associate Vice President for Student Services and Enrollment Management. Other offices, to include the Office of System Counsel for NOVA, are consulted as needed.
- Leadership:
  - Chief of Police

#### *College Clery Committee*

The College Clery Committee is a sub-committee of the College Emergency Management & Planning Committee which is chaired by Vice President of Finance and Administration. Clery compliance is a college-wide commitment requiring continuous updating. In addition to new requirements mandated by the Department of Education, each semester NOVA changes locations where it holds instruction thereby affecting the College's Clery compliance efforts. To address and maintain a college wide commitment, NOVA has established a Clery Committee.

- Mission: to provide guidance and to clarify responsibilities to all members of the College community regarding the Crime Awareness and Campus Act better known as the "Clery Act" which is contained in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092.
  - More information regarding the Clery Committee can be found at <https://www.nvcc.edu/about/leadership/collegeforum/committees/clery.html>

## Clery Act Information

NOVA is committed to providing the campus community and visitors with the safest and most secure environment possible. NOVA encourages campus community members to remain aware of personal safety and work cooperatively with the campus to ensure the security of all.

The NOVA Police Department follows all applicable state and federal reporting laws to ensure a safe campus required by the Crime Awareness and Campus Act, better known as the “Clery Act” which is contained in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. The Police Department collects selected crime statistics, prepares an annual safety report, and makes this report available prominently on the NOVA website not later than October 1<sup>st</sup> annually. Data are collected from College Police logs, Campus Security Authorities (CSAs), Department of Human Resources, the Office of System Counsel for NOVA, Academic and Student Affairs Office, C.A.R.E. Teams, NOVACares Office, Office of Emergency Management, the Deans of Students Offices, and local police in jurisdictions that adjoin our campuses or other state, local, federal, or foreign jurisdictions where the College conducts non-Campus classes and educational activities. NOVA must include in the Annual Security Report crime statistics which include all Clery crimes reported to any CSA.

Reportable offenses for Clery Act purposes are:

- Criminal homicide, including murder and both negligent and non-negligent manslaughter
- Sexual offenses which include rape, fondling, incest, and statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes and any associated larceny, simple assault, intimidation, or vandalism/destruction of property
- Arrests and/or disciplinary referrals for liquor law violations, drug law violations, or illegal weapons possession
- Domestic violence
- Dating violence
- Stalking

As required by law, this report, which is available free of charge in printed or electronic format, provides information about security on campus including: campus community crime statistics, institutional policies on campus security, alcohol and drug use policies, the reporting of crimes, sexual assault, sexual harassment, and crime prevention. This report also provides phone numbers of helpful community resources. A map with directions to each NOVA campus or center can be found at:

<https://www.nvcc.edu/campuses/index.html>. Keep this useful reference information where it can be easily located.

All current students and employees are notified of the availability of the report through an email announcement, various police publications, student, faculty and staff orientations, the monthly Public Safety Newsletter, and closed-circuit TV announcements. In addition, the Annual Security Report is made available on-line to prospective students and College employees. The most recent Annual Security Report is available online at the College's Clery Compliance homepage, <https://www.nvcc.edu/police/college-safety/reports.html>. Past copies are also available at the above link. Copies of all reports in printed form can be requested from the Chief of Police by calling 703.764.5037 or emailing [ddusseau@nvcc.edu](mailto:ddusseau@nvcc.edu). There is no charge for these reports.

## Crime Prevention

### Keeping You Safe

NOVA works hard to ensure the safety and security of the College community. However, students and employees must take ultimate responsibility for their own safety and their personal belongings. NOVA prohibits all of the Clery crimes and Violence Against Women's Act (VAWA) related crimes of dating violence, domestic violence, sexual assault, and stalking upon the College Community property.

Common sense precautions are the most effective means of maintaining personal security. Here are some practical suggestions:

- Remain alert, pay attention to your surroundings; be cautious when using devices that make it difficult to hear or see people around you issue alerts
- Although the campuses are considered safe, students and staff are encouraged to walk in pairs or groups after dark. Students may request a police escort by calling Police Dispatch at 703.764.5000.
- Use the lighted paths and sidewalks on campus; avoid walking in the wooded areas where you cannot be seen.
- Park in well lighted areas, and check the inside of your vehicle before entering it.
- Telephones in campus classrooms, offices, and other selected locations are equipped with "panic buttons" which, when activated, result in an immediate police response.
- Valuable personal property should not be brought on campus. If you choose to bring valuable property onto campus, secure it in an automobile or keep it with you at all times. Books, book bags, backpacks, electronic equipment and purses are targets for theft. If possible, engrave your property with a unique identifier. The College is not responsible for lost personal property.
- Carry only the credit cards and cash you need for the day and avoid ATM transactions while alone at night.
- Consider carrying a small flashlight and whistle with you.
- Do not leave laptops, mobile phones, or other personal items unattended at any time, even when closing your eyes for a quick nap.

- Notify the College Police, campus security, or a member of the college staff of any individual who appears not to have legitimate business on campus or whose actions arouse suspicion or concern.
- Know the 24/7 phone number of the college police **703.764.5000**. Program it into your cell phone. Remember, call 911 in an emergency.
- Sign up for NOVA Alert and download the FREE LiveSafe app.

All members of our College community must work together, as NOVA continues to enhance an environment in which students, employees and visitors are safe and secure.

### Staying Informed about Safety

Most of the NOVA Clery information is easily assessable to the public at any time at the following link: <https://www.nvcc.edu/police/clery/index.html>. The associated Clery information below is available at the easy to use on-line location.

- Daily Crime Log
  - List the daily criminal incidents reported to Campus Police and their status
- Maps depicting the NOVA Clery geography
- Clery reportable crime definitions and associated information
- Crime Alerts
- Annual Security Report
  - From 2011 through 2017
- Training resources
- Additional resources
  - Links to U.S. Federal Clery resources
  - Links to NOVA specific Clery guidance documents

In addition, during 2016/2017 NOVA continued its safety and security education and outreach campaign for NOVA faculty, staff, and students. The initiative included a multi-departmental approach with courses and seminars taught by the Police, NOVACares Office, the Office of Emergency Management and Safety (OEMS), and Student Services. The departments provided outreach in several different venues and formats to maximize attendance. Through this combined effort NOVA conducted over 100 presentations that included programing for ongoing prevention and awareness campaigns that addressed active shooter response, staying safe on campus, gangs, illegal drug use, sexual assault and how to diffuse toxic situations. In addition, to the in-person training, Student Services at ELI launched additional on-line training available to anyone which included training on Sexual Violence Awareness and Prevention: A Title IX Training for Students and a training on Alcohol and Drug Awareness which is being launched in early 2018. The following link will bring you to the current on-line ELI trainings course by cutting and pasting the link into a URL:

<https://studentlingo.thoughtindustries.com/nvcc/bq770vwy3rq36azm>.

A description of each training can be found at the following link along with their delivered frequency throughout the academic year. <https://www.nvcc.edu/police/clery/training.html>. Below is a list of specific safety-and security-orientated training and events at NOVA that were provided in 2016-2017.

- *New Student Orientation (A, B, R)*
- *On line Safety Training Videos (OA, PP)*
- *Crimes Against Women (A, B, PP, R)*
- *Campus Safety (A, B, PP, R)*
- *Staying Safe on the Street (A, B, PP, R)*
- *Sexual Assault Awareness Training (OA)*
- *Faculty Staff Welcome Back (A, R)*
- *New Faculty Orientation (A, R, PP)*
- *Women's Self Defense Training (A, OA)*
- *Self-Defiance Considerations (A, B, PP)*
- *Active Shooter Response Training (A, R)*
- *Clery Act Awareness Training (A, B, OA)*
- *Domestic Violence (A, B, OA, PP, R)*
- *Victims' Rights (A, B, OA, PP, R)*
- *Substance Abuse (A, OA, PP)*
- *Drug, Alcohol Awareness (A, B, PP)*
- *Sex Trafficking (A, B, OA, PP, R)*
- *Alcohol Awareness Day (A, OA)*
- *Sexual Harassment (A, B, OA, PP, R)*
- *New Employment Orientation (A, OA)*
- *All Hazards Training (A, OA, PP, R)*
- *Warden Training (A, B, OA, PP, R)*
- *Campus Comm. Emergency Response Team (C-Cert)(A, B, OA, PP, R)*
- *Sexual Assault Services (A, OA, PP)*
- *Safety Seminar (A, B, OA, PP, R)*
- *DEA Drug Take Back (A, OA, PP)*
- *Conduct Code (A, OA)*
- *Perils of College Drinking Culture (A, OA)*
- *Drunk Driving Demonstration (A, OA)*
- *College Success Skills (A, OA, PP, R)*
- *Identity Theft Prevention (A, OA)*
- *Child Safety Seat Inspection (A, OA)*
- *Vehicle VIN Etching(A, PP, R)*
- *Drug/Substance Abuse Training (A, OA)*
- *Dealing with Difficult People (B, R)*
- *Evacuation Training (A, OA, PP)*
- *Emergency Alert Technologies (A, OA, R)*
- *AIDS Awareness Day (A, OA, PP, R)*
- *On-Line CSA Clery Training (A, B, OA, PP)*
- *Bystander Intervention (A, B, OA, PP, R)*
- *Texting and Driving (A, OA, R)*
- *National Night Out (A)*
- *Staying Safe in the Classroom (A, OA, PP, R)*
- *Sexual Violence Awareness & Prevention: A Title IX Training for Students (A, OA, PP, R)*
- *Alcohol and Drug Awareness Program (A, OA, PP, R)*
- *10 Things Adjunct need to know about Campus Security (A, OA, PP, R)*

(Key Below)

VAWA requires institutions to provide definitions of their awareness programs, bystander intervention, ongoing prevention, primary prevention programs, and risk reduction programs. The above trainings have been categorized according to the letter designations below. All of the trainings listed above encompass NOVA's initiative to promote awareness of specific hazards and reduce risk as well as provide available prevention techniques in reducing and preventing crimes.

- (A) 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

- (B) 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
- (OA) Ongoing Awareness Campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution
- (PP) Primary Prevention Programs: Programming, initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are 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
- (R) Risk Reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

## Reporting a Crime

Anyone may report a crime, suspicious activity, or an emergency, 24 hours a day, seven days a week.

- ✓ **To report a crime or suspicious activity, call police dispatch at 703.764.5000.**
- ✓ **For immediate police assistance, dial 911.**

**A NOVA police officer, security officer, or outside police officer are available to respond.**

All NOVA students, staff, faculty, bystanders, and guests who witness or are victims of a crime or who are involved in an emergency are encouraged to call police dispatch or 911 for assistance. If you call 911, dispatchers at the local dispatch center will notify the college's police dispatch immediately and an officer will respond as soon as possible. NOVA has some emergency call boxes located on campus, however due to technology changes these boxes are being phased out as they become broken or inoperable. All students, staff, and faculty are encouraged to download LiveSafe on their mobile phone so they may have instant access to the NOVA Police.

Students, staff, faculty, bystanders, and guests who witness or are victims of a crime on a NOVA campus, its adjacent public areas, and property under NOVA control are also encouraged to make a formal Clery report. This may be done in person to any NOVA officer, at any campus police office, by calling Dispatch, or by using NOVA form 105-174: <http://www.nvcc.edu/forms/pdf/105-174.pdf> . Many of these crime reports will be included in the College's Annual Security Report.

Every crime reported to the College Police is investigated. All responses, such as issuance of a warning, referrals, summons, or arrest/warrant issued, will be documented.

Confidential crime reports can be submitted by victims, perpetrators, witnesses, and third parties by filling out the NOVA form 105-174. All related crimes which are Clery reportable incidents or crimes will be included within the Annual Security Report.

NOVA expressly prohibits retaliation by the institution, or any of its officers, employees or agents against any individual exercising their rights or responsibilities under Clery.

### Call Boxes

NOVA has some emergency call boxes located on campus, however due to technology changes these boxes are being phased out as they become broken or inoperable. All students, staff, and faculty are encouraged to download LiveSafe on their mobile phone so they may have instant access to the NOVA Police. A blue light marks campus emergency call boxes that are still in operation. Remember to push the red button to talk directly to police personnel (dispatch) and release it to listen. Call Boxes are for *Emergency Use Only* and should not be activated to request room openings or for nonemergency issues.

### Panic Dialers

The telephones in campus classrooms, offices, and other selected locations are equipped with “panic buttons.” By activating the panic dialer, a message that assistance is needed at that telephone’s location is automatically sent to the College Police. Activation of the panic dialer from on campus or off-campus telephone will generate an immediate police response even if the activation was accidental. In an emergency, dial 9-1-1 and do not use the panic dialer.

### LiveSafe

In our continuing commitment to the highest level of campus safety, NOVA has a mobile safety app called LiveSafe. The LiveSafe App improves communication between students, faculty, staff, bystanders and NOVA Police, and will facilitate emergency response in critical situations. Our goal is to work with you to help build a safer campus.

The LiveSafe app allows you to:

- Report tips to or request emergency services anonymously from NOVA Police.
- Send your location to NOVA Police.
- Let friends or family monitor your movements, so you never have to walk alone.
- Share your concerns and suggestions with NOVA Police.
- Have critical safety information at your fingertips.

Getting the app is fast, easy and FREE!

- Visit the iTunes or Google Play Store and download the LiveSafe app (blue shield icon).
- Choose NOVA from the list of schools.
- Fill in your name and contact info, so Dispatch can reach you in the event of an emergency.
- <http://www.livesafemobile.com/>

### Public Safety Newsletters

Public Safety Newsletters are produced monthly by the NOVA Police Department and the Office of Emergency Management and Safety and distributed electronically to NOVA students, faculty, and staff. The newsletters inform the NOVA community on specific initiatives and provide useful information to maintain a safe and secure learning environment. The newsletters also announce upcoming training offered by the Police Department and Office of Emergency Management and Safety. Articles address topics such as: Work Place Safety, Clery Act requirements and reporting procedures, Crime Prevention, NOVA Alert, Suspicious Packages, Active Shooters, Sexual Assault, Campus Safety Resources and Alcohol Abuse and more. Previously published newsletters can be found at: <https://www.nvcc.edu/police/psnewsletters.html>

### Crime Alerts

Alerts sent to the College community about a crime that is occurring or has occurred and which pose a significant threat to safety are also posted on the College website. The most recent alerts are posted and available at: <https://www.nvcc.edu/police/crime-alerts.html>

### College Police

The NOVA Police Department is a full service police agency. All NOVA police officers are fully trained, state certified by the Commonwealth's Department of Criminal Justice Services, and sworn. They receive initial and on-going training at the Northern Virginia Criminal Justice Training Academy in all aspects of law enforcement. Their jurisdiction covers all property owned and controlled by NOVA, including its streets, sidewalks and highways immediately adjacent to each campus. All police officers are sworn to preserve the public peace, protect life and property, and enforce and uphold the laws of the Commonwealth of Virginia. They have authority to carry firearms, conduct criminal investigations, and make arrests.

NOVA's police officers routinely patrol the campus on foot, by vehicle, and on bicycle. NOVA patrol officers respond to all police, fire and medical emergency calls. Our police investigate criminal matters on campus, and work closely with local, state, and federal authorities to ensure safety. To facilitate a close working relationship with federal, state and local jurisdictions, the NOVA Police Department trains and conducts exercises on the campuses and centers with officers from other jurisdictions to ensure personnel are acquainted and familiarized with various NOVA locations. Additionally, NOVA Police certified instructors have provided firearms, communications, and active shooter response training and support to other agencies.

NOVA Police monitor and document criminal activity with assistance of local police agencies where NOVA has non-campus College activities. The NOVA Police Department has worked with the following agencies:

- Virginia State Police
- Arlington County Police Department
- Fairfax County Police Department



- Alexandria City Police Department
- Loudoun County Sheriff's Office
- Prince William County Police Department
- Fairfax City Police
- Falls Church City Police
- Manassas City Police
- Vienna City Police
- Manassas Park Police
- Leesburg Police
- United States Secret Service
- Federal Bureau of Investigation
- U.S. Department of Education
- U.S. Homeland Security

From 11 p.m. until 7 a.m., NOVA campuses are patrolled by Virginia certified campus security officers, who are either NOVA employees or outsourced security. In addition to having state certification, these officers are trained to respond to the needs and requirements of the NOVA College environment and work under the supervision of the NOVA Police Department. These officers report regularly to NOVA's dispatch center during their patrols and, relay all incidents and submit daily reports to campus police supervisors. In addition to covering the campuses after-hours, these certified, security officers patrol NOVA Centers during hours of class operations. All NOVA security officers follow detailed post orders describing their position objectives and responsibilities.

The NOVA Police Department has a signed Mutual Aid Agreement (MAA) with the Virginia Department of State Police as required by *Virginia Code § 23-234* in the investigation of any felony sexual assault, medically unattended death, or any death resulting from an incident occurring at facilities or upon lands owned or operated by Northern Virginia Community College or in the response, investigation of, or prevention of any other crimes. A copy of the MAA can be reviewed at the following link <https://www.nvcc.edu/police/clery/files/VSPNOVAPDMOU.pdf>.

The NOVA Police Department has signed Mutual Aid Agreements (MAA) with Alexandria City Police Department, Arlington County Police Department, Fairfax County Police Department, Loudoun County Sheriff's Office, and the Prince William County Police Department as required by *Virginia Code § 23-9.2:15, 23-9.2:16, 23-9.2:17* which requires that colleges establish Mutual Aid Agreements by July 1, 2015 to define and establish procedures and practices for cooperation between the above listed law enforcement agencies and Northern Virginia Community College as provided for by § 23-234 of the *Code of Virginia*, in the investigation of any felony sexual assault, medically unattended death or any death resulting from an incident occurring on property owned or controlled by the Northern Virginia Community College or on public property within the campus or immediately adjacent to and accessible from the campus.

### **Campus Security Authorities (CSA)**

At NOVA, crimes may also be reported to a Campus Security Authority (CSA). The Clery Act generally defines a CSA as any campus personnel who have significant responsibility for student and campus

activities. Therefore, crime occurrences can be reported to employees, known as Campus Security Authorities (CSAs), who have a legal obligation to file a report of suspected criminal activity with the NOVA Police Department to ensure statistical inclusion of all crimes as specified by the Clery Act in the College Annual Security Report. These crimes can also be reported anonymously using the Campus Security Authority Jeanne Clery Act Statistics Incident Report (Form 105-174) which can be found the following link: <http://www.nvcc.edu/forms/pdf/105-174.pdf>

Reportable crimes are those crimes that occur on or near college property, including on-campus property, property immediately adjacent to the campus, and off-campus (Non-Campus) property owned or controlled by the College.

CSA's include:

- Campus police department or campus security department personnel
- Any individual/individuals who have responsibility for campus security but who do not constitute a campus police or campus security department, such as individual responsible for monitoring entrances onto institutional property
- Any individual/ organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities

All NOVA faculty and staff are identified as CSA's per the NOVA Clery Policy. Pastoral and Professional Counselors are encouraged to still report incidents of crimes using the NOVA Clery report form 105-174. Pastoral and Professional Counselors are exempt from being CSA's. Pastoral counselor: A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. Note: NOVA does not have pastoral or professional counselors.

- Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the college community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.
- AT NOVA, academic counselors are not considered professional counselors as defined by Clery and therefore they are CSAs

## NOVA Clery Crime Statistics

This report's statistics were reported from January 1, 2016 until December 31, 2016. These statistics were collected from College Police records, Campus Security Authorities (CSA) representatives, selected College offices, including Human Resources, as well as local, state, federal, and foreign jurisdictional law enforcement agencies. They represent occurrences/incidents which occurred on Campus and College grounds, public sidewalks and roadways adjacent to the campus property, and non-campus locations under NOVA's control during 2016 and include all crime statistics reported to any CSA.

The Department of Education requires that NOVA publish an Annual Security Report (ASR). In the ASR the Department of Education requires that the following be used to classify and record Clery reportable crimes.

- The Federal Bureau of Investigation (FBI), Uniform Crime Reporting (UCR) Handbook is used for all definitions of offenses, except for below
- Beginning in 2013 Dating Violence, Domestic Violence, and Stalking the meaning given such terms in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a))
- Clery Act reporting DOES NOT require disclosure of all other sexual related offenses, e.g. sexual harassment, voyeurism and incident exposure
- Offenses are counted on the basis of calls for service, complaints and investigations.
- Findings of courts, coroners, jury, prosecutorial decisions and student judicial boards are NOT a basis for counting Clery Act crimes.
- The Clery Act does not require initiating an investigation or disclosing identifying information about the victim for the statistics to be included within this ASR.

The reported crimes are cataloged utilizing the Hierarchy Rule which governs when the offender/perpetrator commits multiple offenses in the same incident. When this occurs, the hierarchy rule is used when counting multiple offenses. The hierarchy rule requires that the most serious offense be counted when more than one offense was committed during a single incident. A single incident means that the offenses must be committed at the same time and place; and that the time interval and distance between the offenses were insignificant. Not all crimes committed in the same incident are counted with the statistic's only the most serious per the hierarchy rule. The hierarchy rule does not apply to incidents of Arson, Hate Crimes, Domestic Violence, Dating Violence, Stalking, or Weapons, Drug, and Alcohol Violations. In addition, Violence Against Women Reauthorization Act of 2013 (VAWA) also made an exception to the hierarchy rule when a sexual assault and murder occur in the same incident both crimes will be statistically recorded for that year's ASR.

It should be noted that the VAWA Act created some significant changes to the Clery Act statistical crime reporting requirements. Such changes included adding and tracking crimes related to Domestic Violence, Dating Violence, and Stalking which were not previously reported. As well there were additional Hate Crimes classifications for National Origin Bias and Gender Identity Bias. Additionally, VAWA required changes to the tracking and cataloging of Sexual Assault Crimes. Previously under Clery, Forcible Sex Offenses (included Rape, Forcible Sodomy, Sexual Assault with an Object and Forcible

Fondling) were based upon the National Incident-Based Reporting System (NIBRS) definitions. This requirement has been changed to use the Federal Bureau of Investigations (FBI) Uniform Crime Report (UCR) definition of Rape which within its definition includes the crimes of Sodomy and Sexual Assault with an Object. Therefore, the Forcible Sexual Offenses category has been changed to Rape or Fondling and the Non-Forcible Sexual Offenses has been changed to Incest and Statutory Rape with each of the statistics being individually reported.

More information and specific definitions for each Clery crime can be found at the following web address: <https://www.nvcc.edu/police/clery/crimes/index.html>

## NOVA Clery Geography

The Department of Education requires criminal statistical data to be included within the Annual Security Report from four distinct Clery geographic locations (On-Campus, Non-Campus, Public Property, and Residential Housing). NOVA normally has to comply with three reportable statistical locations since the institution does not have On-Campus dorms or On-Campus student housing. The exception was during January 2017 through March 2017 when NOVA temporarily established student housing associated with the Woodbridge Campus. The crimes statistics for 2016 are reported from within the following three Clery geography classifications, On-Campus, Non-Campus, and Public Property. The Annual Security Report for 2018 which will include statistics for the 2017 calendar year will include all four Clery geographic locations as described below. NOVA's specific Clery geography can be found at the following link <https://www.nvcc.edu/police/clery/geography.html>.

- **On-Campus:** The Department of Education provides two separate three-prong tests to determine if a location should be considered On-Campus.
  - The institution owns or controls them;
  - They are reasonably contiguous to one another (or within one mile) and
  - They directly support or relate to the institution's educational purposes and
    - The institutions owns but does not control them;
    - They are frequently used by students; and
    - They are used to support the institution's educational purposes
      - Examples of On-campus Property include our campuses like Loudoun Campus and the Annandale Campus as well as NOVA's Centers like Signal Hill, and the Reston Center.
- **Public Property:** public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
  - For example the sidewalk as you step off campus property across the street, median, street, and onto the sidewalk on the other side of the street is included within public property statistics.
- The Department of Education uses two definitions for Non-Campus Clery Geography

- Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.
- Non-Campus: The second definition includes the following:
  - Is owned or controlled by the institution;
  - Supports or is used for the institution's educational purposes;
  - Is frequently used by students; and
  - Is not considered part of the core campus
    - Examples of Non-Campus Properties include activities associated with: Global Studies, student athletics, student clubs, and physical education classes.
- On-Campus Student Housing Facility:
  - Any student housing facility that is owned or controlled by the institution;
  - Or is located on property that is owned or controlled by the institution; and
  - Is within the reasonably contiguous geographic area that makes up the campus

## Alexandria Campus Crime Statistics

5000 Dawes Avenue, Alexandria, VA. 22311

<https://www.nvcc.edu/alexandria/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	1	0	0	0	0	0	0	0
Fondling	2	0	0	0	2	1	0	0	2	5	1	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	2	1	1	1	2	1	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	2	0	0	0	5	0	0
Burglary	0	1	0	0	0	0	0	0	2	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	1	0	0	0	2	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	0	0	0	0	0	0	0	0	1
Dating Violence	1	0	0	0	1	0	0	0	1	0	0	0
Stalking	6	0	0	0	12	0	0	0	3	0	0	0
Alcohol Arrest	0	12	0	0	0	16	0	0	0	17	0	0
Drug Arrest	9	44	2	0	0	52	0	0	2	50	1	0
Weapon Arrest	0	1	0	0	0	8	0	0	0	14	0	0
Alcohol Referral	1	0	0	0	0	0	0	0	1	0	0	0
Drug Referral	3	0	0	0	0	0	0	0	1	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

**Northern Virginia Community College Police Department:**

Case#	Location	Date	Description	Clery Geography
2016-001040		2-2-16	Robbery (Unfounded)	On-Campus
2016-004913		4-18-16	Drug Referral	On-Campus
2016-005121		4-21-16	Drug Violation	On-Campus
2016-006739		6-1-16	Drug Violation	On-Campus
2016-007051		6-10-16	Drug Violation	On-Campus
2016-008988		8-11-16	Drug Violation	On-Campus
2016-009285		8-20-16	Drug Violation	On-Campus
2016-010935		9-15-16	Drug Violation	On-Campus
2016-013777		11-3-16	Drug Violation	On-Campus
2016-015247		12-5-16	Drug Violation	On-Campus
2016-012285		10-6-16	Liquor Referral	On-Campus
2016-012924		10-19-16	Drug Referral (2)	On-Campus
2016-005063		4-20-16	Drug Violation	On-Campus
2016-010027		9-1-16	Stalking	On-Campus
2016-009805		8-29-16	Fondling	On-Campus
2016-008628		7-29-16	Domestic Violence	On-Campus
2016-005186		4-22-16	Fondling	On-Campus
2016-005134		4-21-16	Stalking	On-Campus
2016-003176		3-17-16	Dating Violence	On-Campus

**Northern Virginia Community College Sexual Assault Services:**

Case#	Location	Date	Description	Clery Geography
74101		3-16-16	Stalking	On-Campus
2015088902		4-8-16	Stalking	On-Campus
None		5-19-16	Stalking	On-Campus
2016037902		11-8-16	Stalking	On-Campus

**Arlington County Police Department:**

Case#	Location	Date	Description	Clery Geography
	Goodwill Industries	2016	Burglary	Non-Campus
	Goodwill Industries	2016	Liquor Violation	Non-Campus
	Goodwill Industries	2016	Drug Violation (2)	Non-Campus

**Alexandria City Police Department:**

Case#	Location	Date	Description	Clery Geography
	N. Beauregard & W. Braddock	2-2-16	Robbery	Public Property
	Dawes St. & King Ave	4-23-16	Drug Violation	Public Property
	Fillmore Ave & W. Campus Dr.	3-22-16	Drug Violation	Public Property

**Fairfax County Police Department:**

Case#	Location	Date	Description	Clery Geography
	Northern VA. Training Futures	2016	Robbery (2)	Non-Campus
	Northern VA. Training Futures	2016	Drug Violations (42)	Non-Campus
	Northern VA. Training Futures	2016	Liquor Violations (11)	Non-Campus
	Northern VA. Training Futures	2016	Weapon Violations	Non-Campus

## Annandale Campus Crime Statistics

8333 Little River Turnpike, Annandale, VA. 22003

<https://www.nvcc.edu/annandale/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0	0	0	0
Fondling	3	0	0	0	3	0	0	0	1	2	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	2	0	0	1	2	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	2	0	0	0	0	0	0	0	1	2	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	1	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	1	0	0	0	5	1	0	0
Domestic Violence	2	0	0	1	3	1	0	0	3	0	0	1
Dating Violence	3	0	0	0	3	0	0	0	2	0	0	0
Stalking	14	0	0	0	20	0	0	0	8	0	0	0
Alcohol Arrest	0	1	0	0	0	0	0	0	1	2	0	0
Drug Arrest	5	6	3	0	0	7	0	0	3	25	0	0
Weapon Arrest	1	0	0	0	0	2	0	0	0	7	0	0
Alcohol Referral	1	0	0	0	0	0	0	0	1	0	0	0
Drug Referral	2	0	0	0	1	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	2	0	0	0	1	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.



**Northern Virginia Community College Police Department:**

Case#	Location	Date	Description	Clery Geography
2016-011565		9-27-16	Rape	On-Campus
2016-000543		1-14-16	Drug Violation	On-Campus
2016-014565		11-17-16	Fondling	On-Campus
2016-003495		3-23-16	Fondling	On-Campus
2016-009500		8-24-16	Robbery (Purse)	On-Campus
2016-009500		8-24-16	Dating Violence	On-Campus
2016-010981		9-15-16	Domestic Violence	On-Campus
2016-005021		4-19-16	Domestic (Unfounded)	On-Campus
2016-013701		11-2-16	Harassment/ Stalking	On-Campus
2016-012627		10-14-16	Stalking	On-Campus
2016-011735		9-28-16	Burglary	On-Campus
2016-011228		9-20-16	Stalking	On-Campus
2016-011192		9-20-16	Stalking	On-Campus
2016-010051		9-1-16	Stalking	On-Campus
2016-009983		8-31-16	Domestic Violence	On-Campus
2016-008296		7-19-16	Dating Violence	On-Campus
2016-008116		7-13-16	Stalking	On-Campus
2016-004471		4-10-16	Drug Violation	On-Campus
2016-004185		4-5-16	Dating Violence	On-Campus
2016-004126		4-4-16	Drug Violation	On-Campus
2016-003750		3-29-16	Drug Violation	On-Campus
2016-002052		2-23-16	Stalking	On-Campus
2016-000058		1-5-16	Burglary	On-Campus

**Northern Virginia Community College Sexual Assault Services:**

Case#	Location	Date	Description	Clery Geography
None		3-31-16	Stalking	On-Campus
80203		4-5-16	Stalking	On-Campus
83202		4-8-16	Stalking	On-Campus

**Northern Virginia Community College Title IX:**

Case#	Location	Date	Description	Clery Geography
20150929 (2016-003495)		4-27-16	Stalking	On-Campus

**Northern Virginia Community College Annandale Student Conduct:**

Case#	Location	Date	Description	Clery Geography
2015074301		3-16-16	Drug Referral	On-Campus
2016014801		9-15-16	Stalking	On-Campus
20151031101		6-13-16	Fondling	On-Campus
2015092902		Spring 2016	Stalking	On-Campus
2015085501		Spring 2016	Stalking	On-Campus
2016011402		8-31-16	Drug Referral	On-Campus

**Campus Security Authority:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
CSA Report		2-29-16	Liquor Referral	On-Campus

**Fairfax County Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
8333	Little River Turnpike	2016	Drug Violation	On-Campus
8333	Little River Turnpike	2016	Weapon Violation	On-Campus
	Little River Tpk. & Wakefield Chapel Rd.	2016	Drug Violation (3)	Public Property
	Audrey Moore Rec. Center	2016	Liquor Violation	Non-Campus
	Cross Country NJCAA	2016	Drug Violation (5)	Non-Campus
	St. Marks	2016	Drug Violation	Non-Campus

## Loudoun Campus Crime Statistics

46683 Campus Drive, Sterling, VA. 20164

<https://www.nvcc.edu/loudoun/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape		0	0		0	0	0	0	1	0	0	1
Fondling	2	0	0	1	0	0	0	0	0	1	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	1
Burglary	1	0	0	0	1	0	0	0	2	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	1	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	2	0	0	0	1	0	0	0	0	1	0	0
Dating Violence	2	0	0	0	1	0	0	0	0	0	0	0
Stalking	4	0	0	0	2	0	0	0	2	0	0	0
Alcohol Arrest	0	0	0	0	0	4	0	0	0	2	0	0
Drug Arrest	1	0	0	0	1	35	0	0	4	13	0	0
Weapon Arrest	0	0	0	0	0	3	0	0	0	3	0	0
Alcohol Referral	1	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

**Northern Virginia Community College Police Department:**

Case#	Location	Date	Description	Clery Geography
2016-001261		2-4-16	Fondling (Unfounded)	On-Campus
2016-002492		3-2-16	Drug Violation	On-Campus
2016-011234		9-20-16	Fondling	On-Campus
2016-006706		5-31-16	Liquor Referral	On-Campus
2016-013932		11-7-16	Burglary	On-Campus
2016-010981		9-15-16	Domestic Violence	On-Campus
2016-010522		9-8-16	Stalking	On-Campus
2016-010522		9-8-16	Dating Violence	On-Campus
2016-010381		9-6-16	Stalking	On-Campus
2016-010381		9-6-16	Dating Violence	On-Campus
2016-009297		8-21-16	Domestic Violence	On-Campus
2016-003712		3-28-16	Stalking	On-Campus
2016-001102		2-2-16	Stalking	On-Campus

**Northern Virginia Community College Sexual Assault Services:**

Case#	Location	Date	Description	Clery Geography
None		5-6-16	Fondling	On-Campus

## Manassas Campus Crime Statistics

6901 Sudley Rd., Manassas, VA. 20109

<https://www.nvcc.edu/manassas/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	3	0	0	0	0	0	0	0	0	0	0	1
Fondling	7	0	0	0	0	1			0	1	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	0	0	0	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	1	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	2	0	0
Dating Violence	1	0	0	0	1	0	0	0	0	0	0	0
Stalking	2	0	0	0	0	0	0	0	1	0	0	0
Alcohol Arrest	0	0	0	0	1	0	0	0	0	3	0	0
Drug Arrest	0	0	3	0	0	11	0	0	1	26	0	0
Weapon Arrest	0	0	0	0	0	1	0	0	0	3	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

**Northern Virginia Community College Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
2016-005894*		5-3-16	Rape	On-Campus
2016-008102*		3-22-16	Rape	On-Campus
2016-008103*		Spring 2016	Fondling	On-Campus
2016-008104*		Spring 2016	Fondling	On-Campus
2016-008105*		5-2-16	Fondling	On-Campus
2016-008106*		Spring 2016	Fondling	On-Campus
2016-008107*		2016	Fondling	On-Campus
2016-006665		5-29-16	Rape	On-Campus
2016-014108		11-9-16	Fondling	On-Campus
2016-015461		12-6-16	Fondling	On-Campus
2016-014846		11-23-16	Harassment/Stalking	On-Campus
2016-002541		3-3-16	Dating Violence	On-Campus
2016-002541		3-3-16	Stalking	On-Campus

\*Cases involved the same suspect who was arrested.

**Prince William County Police:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
PD160029266		7-13-16	Drug Violation	Public Property
PD160047676		12-14-16	Drug Violation	Public Property
PD160000667		1-5-16	Drug Violation	Public Property

## Medical Campus Crime Statistics

6699 Springfield Center Drive, Springfield, VA. 22150

<https://www.nvcc.edu/medical/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-Founded	On-Campus	Non-Campus	Public Property	Un-Founded	On-Campus	Non-Campus	Public Property	Un-Founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1
Aggravated Assault	0	0	0	1	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes or Incidents***</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	1	0	0	0	1	0	0	0	0	0	0	1
<b>Alcohol Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapon Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Alcohol Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapon Referral</b>	0	0	0	0	1	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

**Northern Virginia Community College Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
2016-008754		8-3-16	Burglary	On-Campus
2016-001532		2-10-16	Aggravated Assault (Unfounded)	On-Campus

**Northern Virginia Community College Title IX:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
20150601 (2016-000779)		1-20-16	Stalking	On-Campus



## Woodbridge Campus Crime Statistics

15200 Neabsco Mills Rd., Woodbridge, VA. 22191

<https://www.nvcc.edu/woodbridge/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	1	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	1	2	0	0	0	0	0	0
Burglary	0	0	0	0	2	0	0	0	3	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	1	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	1	0	0	0	0	0	0	2
Dating Violence	1	0	0	0	1	0	0	0	1	0	0	0
Stalking	2	0	0	0	4	0	0	0	3	0	0	0
Alcohol Arrest	0	1	0	0	1	0	0	0	0	0	0	0
Drug Arrest	2	2	0	0	0	15	0	0	1	7	0	0
Weapon Arrest	0	1	0	0	0	2	0	0	0	1	0	0
Alcohol Referral	2	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	1	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

**Northern Virginia Community College Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
2016-015220		12-5-16	Drug Violation	On-Campus
2016-004003		4-1-16	Drug Violation	On-Campus
2016-014574		11-17-16	Liquor Referral (2)	On-Campus
2016-015382		12-7-16	Hate Crime	On-Campus
			Destruction of Property	
			Religion	
2016-013633		11-1-16	Dating Violence	On-Campus

**Northern Virginia Community College Sexual Assault Services:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
63202		2-12-16	Stalking	On-Campus

**Northern Virginia Community College Woodbridge Student Conduct:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
20150892		4-20-16	Stalking	On-Campus

**Leesburg Town Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
	Loudoun Workforce Resource Center	2016	Drug Violation	Non-Campus
	Workforce Development			

**Fairfax County Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
	SkillSource Workforce Dev.	2016	Drug Violation	Non-Campus
	SkillSource Workforce Dev.	2016	Weapon Violation	Non-Campus
	SkillSource Workforce Dev.	2016	Liquor Violation	Non-Campus

## 7630 Little River Turnpike (Brault Annex/ Pitney Bowes Building) Crime Statistics

7630 Little River Turnpike, Annandale, VA. 22003

Incident Reported	2016	2016	2016	2016	2015	2015	2015	2015	2014	2014	2014	2014
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	1	0	0
Robbery	0	2	0	0	0	1	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	1	0	0	0	0	1	0	0	0	4	0	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	1	0	0
Arson	1	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	1	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	2	0	0	0	1	0	0
Drug Arrest	0	0	1	0	0	8	0	0	0	6	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

**Northern Virginia Community College Police Department:**

Case#	Location	Date	Description	Clery	Geography
	Brault Annex	3-24-16	Arson		On-Campus

**Fairfax County Police:**

Case#	Location	Date	Description	Clery	Geography
	7630 Little River Tpk.	2016	Burglary		On-Campus
	7600 Blk. Little River Tpk.	2016	Drug Violation		Public Property

**Office of International Student and Sponsored Programs:**

Case#	Location	Date	Description	Clery	Geography
	Office of Int. Student Program	2016	Robbery		Non-Campus
	Housing - Seattle Police				
	Office of Int. Student Program	2016	Robbery		Non-Campus
	Housing - Houston Police				

## Innovation Park Crime Statistics

9485 Innovation Drive, Manassas, VA. 20110

<https://www.nvcc.edu/innovation/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\* There were no reportable crimes for Innovation Park for 2016.

\* The Innovation Park location closed in October of 2016.

## Quantico Marine Corps Base Crime Statistics

Lifelong Learning Education Center, 3088 Roan Street, Quantico, VA. 22134

<http://www.nvcc.edu/military/contact.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes or Incidents***</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Alcohol Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapon Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Alcohol Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapon Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0

\* There were no reportable crimes for Quantico for 2016.

## Joint Base Myers-Henderson Hall Crime Statistics

239 Sheridan Avenue, Building 417, Fort Myer, VA. 22211

1555 Southgate Rd., Building 29, Arlington, VA. 22214

<http://www.nvcc.edu/military/contact.html>

Incident Reported	2016	2016	2016	2016	2015	2015	2015	2015	2014	2014	2014	2014
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*There were no reportable crimes for Joint Base Meyers-Henderson Hall for 2016.

## Fort Belvoir Crime Statistics

Darden Education Center, Building 1017 9625 Belvoir Rd., Ft. Belvoir, VA. 22060

<http://www.nvcc.edu/military/contact.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*There were no reportable crimes for Fort Belvoir in 2016.



## Reston Center Crime Statistics

1831 Wiehle Avenue, Reston, VA. 20190

<http://www.nvcc.edu/reston/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	2	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

**Northern Virginia Community College Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
2016-011442		9-23-16	Dating Violence	On-Campus

**Northern Virginia Community College Title IX:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
20150794		2-7-16	Dating Violence	On-Campus

## Arlington Center Crime Statistics

4600 North Fairfax Drive, Arlington, VA. 22203

<http://www.nvcc.edu/arlington/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	1	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	1	0	0	0	1	0	0	0	5	0	1	0
Drug Arrest	3	0	1	0	0	0	1	0	6	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*The individual crimes information for 2016 incorporated into the above statistics are listed below.

\*The Arlington Center closed in March of 2016.

**Arlington County Police Department:**

<u>Case#</u>	<u>Location</u>	<u>Date</u>	<u>Description</u>	<u>Clery Geography</u>
	Arlington Center	2016	Aggravated Assault	Public Property
	Arlington Center	2016	Drug Violation	Public Property
	Arlington Center	2016	Liquor Violation	On-Campus
	Arlington Center	2016	Drug Violation (3)	On-Campus

## ELI/Fairfax Crime Statistics

3922 Pender Drive, Fairfax, VA. 22030

<http://www.nvcc.edu/eli/index.html>

Incident Reported	2016				2015				2014			
	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded	On-Campus	Non-Campus	Public Property	Un-founded
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	0	0	0	0	0	0	0	0	0	2	0	0
Motor Vehicle Theft	0	0	0	0	0	2	0	0	0	2	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes or Incidents***	0	0	0	0	1	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrest	0	0	0	0	0	2	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referral	0	0	0	0	0	0	0	0	0	1	0	0
Drug Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referral	0	0	0	0	0	0	0	0	0	0	0	0

\*There were no reportable crimes for ELI/ Fairfax in 2016.

## Policies and Regulations

### Emergency Notifications/Timely Warning Notices

NOVA is committed to the safety and well-being of its faculty, staff, students, and guests to the College. In compliance with the Higher Education Act of 1965, as amended, and Section 23-9.2:11 of the Code of Virginia, the College implemented a comprehensive communications system operating around the clock with state-of-the-art equipment to provide prompt warning notifications and alerts of immediate threats to the health and safety of the campus community. This system employs various methods, including but not limited to: email notices, audible phone message systems, cellular text messages, college website updates, and desktop alerts.

### Timely Warning Notices

Timely warnings are provided in the event of a reported crime, either on campus or off, that, in the judgment of the NOVA Chief of Police, or a designee, constitutes an ongoing or continuing serious threat to the College community. The warnings (and updates) are generally written by the Chief of Police or a designee and are typically distributed via email to anyone who has an nvcc.edu email address or via one or several of the alert notification technologies depending upon the incident specifics. The campus police make every effort on a case by case basis to provide a timely warning to the campus community whenever a situation arises that constitutes an on-going or potential threat and necessitates notification. It is college policy to post these notices on scrolls upon the flat panels on campus, on the college website and or make notifications to faculty and students via email. The NOVA Alerts text messaging system may be used depending on the nature of the incident. The Timely Warning Policy is available at <https://www.nvcc.edu/police/college-safety/policies.html>.

If, for instance, a reportable crime occurs but the suspect is arrested, there may no longer be an ongoing threat to the College community and a warning may not be disseminated. Timely warnings may also be posted for other crime classifications, as deemed necessary. For a more in-depth explanation on who at NOVA is responsible for confirming an emergency or dangerous situation, determining the appropriate segment to receive notification, determine content of notification, and who initiates the notification systems used in Timely Warnings and Emergency Notifications please review the *Crisis Communications Protocols* which can be found at the following link:

[https://www.nvcc.edu/emergency/docs/CrisisCommunicationProtocols\\_11\\_03\\_14-Final.pdf](https://www.nvcc.edu/emergency/docs/CrisisCommunicationProtocols_11_03_14-Final.pdf) and is explained in further detail below.

### Emergency Response and Evacuation

Effective and efficient response and communication are essential components of any emergency plan, as well as testing the emergency response and evacuation procedures. NOVA is committed to testing the procedures at least annually and publicizing its procedures in conjunction with the test.

Members of the NOVA Community are notified on an annual basis, via email, that they are required to notify the Northern Virginia Community College Police Department (NOVA Police) or outside law enforcement agencies (via 911) of any situation or incident that involves a significant emergency or

danger that may pose an immediate or on-going threat to the health and safety of students and/or employees on Campus. NOVA Police and/or outside law enforcement agencies respond to such situations to assess the potential threat and summons the necessary resources to mitigate, investigate, and/or document any situation that may pose a significant emergency or danger. In addition, NOVA Police and outside law enforcement respond to such incidents to determine if the situation does in fact, pose an immediate threat to the community. If an immediate threat does exist Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The Office of Emergency Management and Safety (OEMS) is responsible for coordination of the College [Emergency Action Plan](#). The College [Crisis Communication Protocols](#) is a collaborative effort of the Office of Emergency Management, College Police, and Institutional Advancement.

### Testing Emergency Response and Evacuation Procedures

Emergency evacuation fire drills are required and mandated by the Virginia Statewide Fire Prevention Code, Chapter 4. The 2008 Higher Education Opportunity Act requires testing of the College emergency response and evacuation procedures. NOVA complies with the provisions of the aforementioned Code and Federal Statute.

A fire evacuation drill is conducted annually for all required facilities and quarterly for all assembly buildings. In addition, NOVA participates in the annual Statewide Tornado Drill and Earthquake Drill. NOVA also conducts two Alert Notification Drills annually to test all or a portion of the alert notification systems.

The evacuation drills are designed to prepare building occupants for an organized evacuation in case of an emergency and are used to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, assembly locations, and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm or related emergency notifications system components.

All drills are monitored by College Police, the Office of Emergency Management and Safety Coordinators, Campus Administration Leaders and Building/ Floor Wardens to evaluate egress, behavioral patterns, as well as evacuation efficiency and expedience. Afterwards, a survey is disseminated to request feedback and recommendations for improvement. This follow-through activity is designed for assessment and evaluation of emergency plans and capabilities.

The College *Emergency Action Plan* provides emergency response information to faculty and staff for various types of emergency situations. Students receive information about evacuation and shelter-in-place procedures during the first week of classes each semester and throughout the semester. The Office of Emergency Management and Safety provides faculty with several resources to assist them with delivering this information to students: a Syllabus Insert and Power Point Presentation, both including

information about NOVA Alert, Fire, Tornado, Earthquake, Emergency Communication, and basic emergency preparedness. In addition, faculty are encouraged to show students the College Safety Video, available at: <https://www.youtube.com/watch?v=Plaw-5RTKWg>. The video provides valuable information about registering for NOVA Alerts (<http://alert.nvcc.edu>), some of the various types of alert notifications systems at NOVA, shelter-in-place tips during severe weather, emergency response evacuation information, as well as personal safety tips.

The Office of Emergency Management and Safety conducts drills and exercises each year to test the emergency response and evacuation procedures. NOVA will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

### **Crisis Communications Protocols**

The *Crisis Communication Protocols* plan provides information on NOVA emergency communication plans and procedures. It serves as the primary tool for implementing communication related activities to crisis situations. It has been developed to provide guidance to college officials in regards to delivering an effective, efficient, timely and comprehensive message before, during, and after emergency situations.

An immediate notification will be issued when the NOVA Police Department or another Responsible College Authority (see Section 2.1 of the *Crisis Communications Protocols* for a list of Responsible College Authorities) has confirmed that an emergency situation poses an immediate threat to the life safety or security of the campus community. The NOVA Police Department Senior Officer on Duty, Campus Police Dispatcher (for weather alerts), or another Responsible College Authority will authorize the timely warning or emergency notification based on the operational guidelines in the *Crisis Communications Protocols*. In addition, NOVA will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, 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. NOVA Police and/or OEMS potentially in concert with the responsible college authority that may also be involved, will determine the content of the message and will use some or all of the systems described below to communicate the threat to the NOVA Community or to the appropriate segment of the community. Some or all of these methods of communication may be activated in the event of an immediate threat to the NOVA Campus Community.

The Office of Marketing and Communications will manage, direct, and disseminate supplemental non-emergency communications to the appropriate audiences, including students, parents of students, faculty, staff, the news media, the surrounding community, and individuals and/or organizations outside the campus community.

The following link is for the *Crisis Communications Protocols Plan*  
[https://www.nvcc.edu/emergency/docs/CrisisCommunicationProtocols\\_11\\_03\\_14-Final.pdf](https://www.nvcc.edu/emergency/docs/CrisisCommunicationProtocols_11_03_14-Final.pdf)



In the event of a serious incident that poses an immediate threat to members of the NOVA community, the College has various systems in place for communicating the information quickly. Some or all of the methods of communication listed below may be used in the event of an immediate threat to the NOVA campus community. These methods of communication include:

1. **Campus Visual Message System (Digital Displays).** Emergency messages can be displayed on flat panel screens strategically located throughout each campus and in some centers. The messages can be locally or centrally controlled. This will allow messages to be displayed in common areas i.e., hallways, eating areas, etc. The digital displays may also be used to scroll a banner/ticker across the screen for shorter messages for longer time periods.

2. **Text Messaging Service (NOVA Alert).** NOVA has partnered with Rave Mobile Safety to deliver emergency alerts and notifications to students, faculty and staff via email and/or text alerts. Log in to <http://alert.nvcc.edu> to manage your account - including verifying your current information and adding additional email addresses and/or cell phone numbers.

Login using your MyNOVA username and password. If you are having trouble logging in, please visit NOVA Alert Tips or contact the IT Help Desk at 703-426-4141.

All students and employees are automatically enrolled in NOVA Alert. Students are enrolled with their email.VCCS.edu email addresses. Employees are enrolled with both their VCCS.edu and NVCC.edu email addresses. If your cell phone number is listed in NOVAConnect (either as a student or in HRMS as an employee), it will also be added to your NOVA Alert account. If it is not in NOVAConnect and you wish to add your cell phone number, or if you want to add additional email addresses, you should login to NOVA Alert and update your information. NOVA Alert is updated weekly throughout the term.

Please Note: The system requires that your primary email (called the Registered Email) be your VCCS email account. However, you can add any other email addresses you would like to have receive an alert. All of the email addresses listed in NOVA Alert will receive alerts, not just the registered email account.

For more information, please access NOVA Alert Tips. If you have questions regarding your login, please contact the IT Help Desk at [ithelpdesk@nvcc.edu](mailto:ithelpdesk@nvcc.edu) or by phone at 703-426-4141, Monday through Friday, 8:30 am to 4:00 pm.

3. **Computer Alerts (Pop-Up Messages).** The College is able to send an emergency alert to every computer connected to the College computer network. This will allow emergency messages to be sent to classrooms where the instructor is using the computer, to all the students in computer labs, and to all the faculty and staff in their offices. This is an important capability since students are often told to turn off their cell phones during class.

4. **Automated or Live Broadcast.** Campus emergency messages can be broadcast directly into any college IP phone on a campus and emergency calls can be made from phones that have been installed college wide. The activation of this system can be local (campus) or central.
5. **NOVA Website.** Emergency messages can be put on the NOVA website quickly from any location. There is an alert at the top of the page that appears when an emergency message is posted under “Important Information.” The large picture can be changed to allow text when additional information is so urgent that it needs to appear on the home page. Text can be added to the “Closings” page or additional pages can quickly be added and updated as needed. In addition, the “News” page can be updated remotely. When monitoring the web-pages for information it is recommended that the user occasionally refresh the web-page for the most current information when actively monitoring an incident. After Timely Warning are issued, updates to events may also be located on the webpage in the Crime Alerts page.
6. **Digital Social Media.** Emergency messages can be sent through NOVA mobile, Twitter, Facebook, and other social media services.
7. **Cable Television.** Emergency messages can be put on the college’s Cable-TV channel from remote locations. The NOVA Channel appears on the Cox and Comcast systems in Fairfax County and Alexandria and on Verizon FiOS 24 hours a day, 7 days a week. It is available in the other jurisdictions on a more limited daily schedule.
8. **College E-mail.** During emergencies, E-mail can be sent College-wide to all employees and students. Separate distribution lists are also maintained for each campus. Students, Staff, and Faculty are encouraged to check their emails regularly for messages.
9. **Local News Media.** The College Public Information Office sends press releases and makes calls to local media. Because of the transient nature of its population, the College depends heavily on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.
10. **Campus Highway Radios.** Low power radios installed on all six campuses can deliver a signal over 1630 MHz to AM radios within 2-3 miles of the campus. Each campus radio can be programmed independently. The primary purpose of these radios is to deliver information to visitors as they approach the campus. However, emergency messages can be recorded and set to play from any telephone. Signs are in place that will let the public know about the system on roads approaching the campuses. These signs do not have flashing lights to indicate an emergency message since that capability on the highways is reserved for the local jurisdictions.
11. **Flyers/Flat Panel Scrolls.** Flyers with similar information as published for NOVA’s “alerts” can be printed out and posted across various locations such as doorway entrance areas and bulletin boards to ensure notification of the College community or placed on the flat panels as a scroll.

Procedures for emergency communication are outlined in the Crisis Communications Protocols plan.

Note: all technologies may not be available at all of NOVA locations or facilities. For example, the military bases as well as many NOVA Non-Campus locations do not have access to **Computer Alerts (Pop-Up Messages) or Campus Visual Message System (Digital Displays)** but should still receive **Text Messaging Service (NOVA Alert)** depending upon individual service providers. The military bases utilize their own technologies which may include a **whistle system, emergency button system, paging system,** and their own emergency **alert texting system**. Should you have any questions about the technologies used on a specific base please contact the NOVA associated base installation contact whose information is below.

Fort Belvoir

Barden Education Center, Rm 127

Victoria Esannason

[vesannason@nvcc.edu](mailto:vesannason@nvcc.edu)

703-527-5976

Fort Myer/Henderson Hall

Alicia Street

[tstreet@nvcc.edu](mailto:tstreet@nvcc.edu)

703-362-8524

Quantico

Lifelong Learning Center

Dan Duffy

[dduffy@nvcc.edu](mailto:dduffy@nvcc.edu)

703-640-6303

### Emergency Action Plan

The *Emergency Action Plan* establishes procedures to be followed by employees in the event of an emergency, to include shelter-in-place and evacuation guidelines. It is the responsibility of all College employees to be knowledgeable of the *Emergency Action Plan* and to participate in drills and exercises. Faculty members are responsible for ensuring students are familiar with emergency procedures. The Emergency Action Plan can be found at: [Emergency Action Plan](#).

Emergency Preparedness posters are placed throughout each Campus and Off-Site Facility and Emergency Preparedness cards are available and disseminated to faculty, staff, and students in an effort to provide them with information about what they should do in an emergency event. In addition, the College maintains a list of emergency preparedness tips at <http://www.nvcc.edu/emergency/campus.html>

### Access to Campus Buildings and Maintenance of Campus Facilities

NOVA's main campuses are open from 7:00 a.m. until 11:00 p.m., or generally during the times classes are in session. NOVA's centers and military sites may have different times of operation. At all other times, college buildings are generally secured; access can be gained by making special arrangements with the appropriate campus operations director, the director of continuing education, or the police. Restricted areas such as labs, testing sites and faculty offices are secured and monitored by college police and security personnel. Information on scheduled hours for these areas is available through the various academic divisions.

### Locks on Classroom Doors

NOVA has installed locks that allow all classrooms to be locked from the inside to prevent unwanted intrusion while still allowing doors to be quickly opened from the inside to permit easy exit.

### Electronic Card Security and Door Access Control System

The CBORD Access control system has been installed on campus perimeter doors and is installed at various interior locations throughout the college. The system has many advantages, allowing police and

others to monitor the status and history of use for all doors as well as to lock and unlock doors remotely. Access is controlled individually through student and employee identification cards.

### Separate-Campus Facilities

Security services are contracted for some separate-site locations where NOVA has students, including the Extended Learning Institute, Reston Center, 7630 Little River Turnpike (Pitney Bowes building/ Brault Annex) Battleview Park, and Signal Hill. Some of these locations such as Battleview Park and Signal Hill are considered to be contiguous to the main campus. These NOVA facilities are patrolled by Virginia certified campus security officers (CSOs) and may be augmented by NOVA police officers. Certified CSOs relay all incidents and resulting reports are sent to the campus police supervisor and/or Center Director. Additionally, the College's Office of Emergency Management and Safety, in collaboration with the college police, assesses the safety and security of these locations and implements corrective actions as required. Note: the Innovation Park Center closed in October of 2016 and the Arlington Center closed in March of 2016.

Access at times to the Fort Myers/ Henderson Hall, Fort Belvoir, or Quantico may be restricted. For specific base access call NOVA's contacts below.

Fort Belvoir  
Barden Education Center, Rm 127  
Victoria Esannason  
[vesannason@nvcc.edu](mailto:vesannason@nvcc.edu)  
703-527-5976

Fort Myer/Henderson Hall  
Alicia Street  
[tstreet@nvcc.edu](mailto:tstreet@nvcc.edu)  
703-362-8524

Quantico  
Lifelong Learning Center  
Dan Duffy  
[dduffy@nvcc.edu](mailto:dduffy@nvcc.edu)  
703-640-6303

### Monitoring and Managing Concerning Threatening Behavior

The NOVACares Office and Human Resources/Employee Relations (HR/ER) play major roles in preventative efforts and threat assessment/behavioral intervention in instances of problematic or threatening behavior: NOVACares for students and HR/ER for college employees.

Both NovaCares and HR/ER are organizationally aligned with the college's safety and security structure. Together with College Police and Office of Emergency Management and Safety, they provide coordinated training to faculty, staff, and students on various topics with Clery implications as well as personal wellness.

Deans of Students play a critical role in ensuring all aspects of student services support campus safety and security. These responsibilities include seeing that the Student Code of Conduct is enforced to maintain a collegiate environment that supports teaching and learning; working with student leadership to promote strong student involvement in enhancing campus life; and chairing the campus CARE teams as part the overall effort to address issues of student mental health and problematic or threatening behavior. The Deans also adjudicate alcohol, drug, and illegal weapons violations via non-criminal referrals.

Each Campus has a CARE team that provides a systematic response to students whose behavior is disruptive to themselves, to others, or to the community. The CARE team is a three-part structure which

consists of the CARE Team, Threat Assessment Team, and the Violence Prevention and Education Committee. The CARE Teams respond to faculty, staff, and student concerns, assess threat levels, develop and oversee implementation of a response plan, and work closely with Police, Student Services, and Faculty representatives. The Threat Assessment Team, comprised of the Police Chief, Associate Vice-President of Student Services & Enrollment Management/ Title IX Coordinator, NOVACares Director, NOVACares Case Manager, AVP for Human Resources, and the Office of System Counsel for NOVA provide guidance and intervention when threat levels are elevated based upon the circumstances surrounding any given situation. The Violence Prevention and Education Committee is responsible for recommending policies and protocols, facilitating college-wide communications and coordination, and overseeing safety related educational activities. These teams receive full administrative endorsement and support, with CARE team members receiving formal specialized training in dealing with behavioral issues. Members of the college community (faculty, staff, and students) who report problematic or threatening behavior and CARE team members who assess the information are assured their actions are fully supported and implemented to maintain college safety and security. The following link addresses Frequently Asked Questions (FAQ) of the NOVA CARE Team: <http://www.nvcc.edu/novacares/faq.html>

Case management ensures situations with high-risk students are monitored and that needed resources are brought to bear for behavior intervention. Behavior of concern is easily reported through: [nvcc.edu](http://nvcc.edu) with the search word 'NOVACares'. ULifeline supplements the services provided by the CARE teams and college counseling centers. It combines an online screening tool, as well as a mental health reference library. Additionally, 2-1-1 VIRGINIA provides access to local and statewide health and human services. All referrals are confidential. Both ULifeline and 2-1-1- VIRGINIA contact information can be found at the following link: [https://www.nvcc.edu/support/files/FindHelp\\_2012\\_NVCC\\_211\\_quick.pdf](https://www.nvcc.edu/support/files/FindHelp_2012_NVCC_211_quick.pdf)

### **On Campus Security Cameras - Monitoring and Recording**

Campus buildings and grounds are patrolled by the College Police and certified Campus Security Officers (CSOs). Monitoring is assisted by an integrated network of cameras operated by police and CSOs. The college campuses, including all buildings, grounds, parking areas, and roadways, are maintained with concern for safety and security. Campus buildings and equipment are inspected regularly, and needed repairs to replace faulty equipment and to mitigate potential hazards are promptly made. Upon request security assessments are conducted in conjunction with the appropriate college departments. Walk-throughs are regularly conducted by facilities and public safety officials to determine the appropriateness in maintaining current security features or implementing new security features. The public can report safety concerns through police dispatch at 703-764-5000 or by using the LiveSafe app.

### **Non-Campus Monitoring of Activities**

NOVA operates Non-Campus activities associated with academics, athletics, housing associated with the International & Global Studies initiatives, and student services within the institution. If a NOVA student is involved in an offense at an off-campus center or facility, NOVA police officers cooperate as requested and permitted by law with responding local, state and federal law enforcement officials.

### On-Campus Residential Housing

In 2016 the Department of Education altered a Clery policy with the publication of *The Handbook for Campus Safety and Security Reporting 2016 Edition*. This policy changed the interpretation of "reasonably contiguous" to include any NOVA location that is within one mile of campus to be considered as on-campus property. Therefore, because of a NOVA international student program initiative hotel rooms next to the Woodbridge Campus were utilized for student housing during the months of January, February, and March of 2017 which made them temporarily On-Campus Student Housing. Compliance therefore requires the Woodbridge Campus to report statistics in the 2018 Annual Security Report for the 2017 calendar year under the residential housing Clery geography category and for the 2016 Annual Security Report to publish a Fire Safety Report and Missing Person's Guide.

### Missing Person Guide

The NOVA's Missing Person Guide is designed to help familiarize employees and students with the procedures that should be followed if an employee or student is suspected missing. All higher education institutions that provide on-campus housing must comply with federal mandates required by the Crime Awareness and Campus Act better known as the "Clery Act" which is contained in section 485 of the higher education act, codified at 20 U.S.C. § 1092 and are required to establish missing student notification procedures for students who reside in on-campus housing.

A missing person is an individual whose whereabouts are unknown; they have disappeared for no known reason and there is reasonable concern for their well-being and safety. If a student or employee is believed to be missing and there is reasonable concern for his or her well-being and safety, the NOVA College Police should be contacted immediately at 703-764-5000.

If you suspect someone you know is missing, notify the NOVA College Police immediately (703) 764-5000 or your local law enforcement agency by dialing 911, and provide a detailed description of the missing person.

The following link will bring you to the full NOVA Missing Person Guide:

[http://www.nvcc.edu/police/clery/\\_files/NOVA-Missing-Person.pdf](http://www.nvcc.edu/police/clery/_files/NOVA-Missing-Person.pdf).

### Firearms/Dangerous Weapons and Materials Policy

Faculty, staff, and students may secure unloaded handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a handgun in their vehicle must possess a valid concealed handgun permit. The compartment or container may be a trunk or other storage area. At no time shall a weapon to include handguns, rifles and shotguns be visible in plain view while inside a vehicle. Furthermore, at no time shall faculty, staff and students possess the weapon (except while in their vehicle) while on college property. The only exception applies to duly sworn law enforcement officers. While civilian-attired police officers are authorized to carry firearms, they must keep them concealed so as not to alarm others. Bringing explosives and other dangerous chemicals

onto campus is prohibited, without exception. The weapons policy can be found at <http://www.nvcc.edu/police/files/weapons-policy.pdf>

## Alcohol and Controlled Substance Policy and Procedures

Subject: Alcohol and Controlled Substance Policy (“Controlled substance” is used rather than “drug” as drugs technically refer to any chemical substance that, when taken into the body changes the chemistry and functioning of the body. These changes can include those produced by legally prescribed or over-the-counter medication.)

### 1. Purpose

In order to maintain an atmosphere conducive to learning and consistent with the College’s mission, NOVA provides this policy to the members of the college’s community regarding the use of alcoholic beverages and controlled substances.

### 2. Policy

Students and employees of NOVA shall not possess, sell, use, purchase, manufacture, give away or otherwise distribute illegal substances including drugs or, where prohibited, alcohol while on campus, attending a college-sponsored off-campus event or while serving as a representative of the College at off-campus meetings. Students and employees who violate this policy will be subject to arrest and disciplinary action by the College imposed through established due process procedures.

Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension and dismissal from the College for a first offense. In addition, the College will notify the police when its rules regarding illegal substance have been violated.

College employees are subject to disciplinary action as outlined in the DHRM Policy and Procedures Manual, Policy Number 1.05. Disciplinary action may include suspension without pay or termination of employment.

### 3. State and Federal Statutes

The Commonwealth of Virginia and the Virginia State Alcohol Beverage Control Board have enacted a variety of laws and regulations which govern alcoholic beverages. These laws are included in the copy of the entire document which can be found at the following link:

<http://www.nvcc.edu/policies/docs/nova-policy-drug-and-alcohol.pdf>.

### 4. Health Risks

NOVA recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the objectives of our institution. Specific health risks associated with alcohol use can be found on the CDC’s website at [www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm](http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm). Specific health risks related to use of controlled substances can be found at <http://www.justice.gov/dea/pubs/abuse/chart.htm> or <http://www.justice.gov/dea/pubs/abuse/doa-p.pdf> at page 81.)



## 5. Prevention Program

Recognizing the serious consequences resulting from the inappropriate use of drugs by practically all ages and segments of our society, NOVA has established student and employee policies that prohibit the possession or consumption of controlled substances on campus. Beyond potential disciplinary action that could result, the College recognizes the need and the responsibility to provide information and counseling services regarding the hazards of substance abuse. The following program of activities and services constitutes NOVA's effort to prevent drug abuse on the part of its students, faculty and staff. The Deans of Students will provide oversight for the content and timeliness of the programs.

- A. At least once a year, each campus will conduct a seminar, workshop, presentation or other program of information and awareness that will be open to all students, faculty and staff.
- B. Each Student Services Center will provide readily available brochures and information sheets which may be used by individuals for their own personal information and awareness.
- C. A list of referral services in Northern Virginia that specialize in assisting persons with substance abuse issues is available through 211Virginia at [www.211Virginia.org](http://www.211Virginia.org). Student, faculty and staff requesting assistance will be referred to the appropriate public agencies.

## 6. Biennial Review

The Associate Vice President for Student Services and Enrollment Management is responsible for completing the biennial review as noted in 34 CFR. The review will:

- (1) Determine the effectiveness of the education program and implement needed changes;
  - a. The AVP for Student Services will collect program information from the campuses and present the information to the Deans' Working Group for review. At a minimum, the review will look at attendance and timeliness of subject matter.
  - b. The DWG will recommend any needed changes
  - c. Changes will be disseminated through the AVP's office
- (2) Ensure that the disciplinary sanctions applicable under State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol are consistently enforced.
- (3) The annual notification will be sent by email to all students at the start of each fall semester. It will also be posted on the web in the Faculty Handbook, the Classified Handbook, The Student Handbook and the Adjunct Faculty Handbook. Employees and student who begin after the fall notification will be guided to the appropriate handbook for information.

## Drug and Alcohol Abuse Prevention Program for Employees

NOVA supports the requirements of the Drug-Free Schools and Communities Act. In support of the College's drug-free workplace policy, NOVA utilized a Drug and Alcohol Abuse Prevention Program (DAAPP) for employees to prevent the illicit use of drugs and abuse of alcohol or inhalants by employees. The following link will bring you to the DAAPP program at NOVA:

<http://www.nvcc.edu/hr/daapp-employees/index.html>.



## Title IX Policy-On Sexual Violence, Domestic Violence, Dating Violence, and Stalking

### Notice of Nondiscrimination

As a recipient of federal funds, Northern Virginia Community College (the College or NOVA), is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Sex discrimination and sexual harassment also violate Title VII of the Civil Rights Act of 1964 (which includes employees). Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Dr. Elizabeth Harper and the Deputy Title IX Coordinator is Dr. Marleen McCabe. Their office is located at 4001 Wakefield Chapel Road, Annandale, Virginia; they may be contacted by phone at 703-323-2262 or via email at [titleix@nvcc.edu](mailto:titleix@nvcc.edu).

### Policy

NOVA is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, gender identity, sexual orientation, age (except when age is a bona fide occupational qualification), disability, national origin, genetic information or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

### Purpose

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated, and resolved.

### Applicability

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus.

### Definitions

**Advisor:** An individual chosen by the complainant or respondent to provide support, guidance, or advice. Advisors may be present at any meeting or hearing. Advisors cannot speak on behalf of the advisee but they can consult with them. It is recommended that the same, single advisor be maintained throughout the sexual misconduct administrative process. This use of a single, consistent advisor enables the process to move forward in an efficient manner. During

meetings, the advisor may talk quietly with the student/faculty/staff or pass notes in a nondisruptive manner. The advisor may not intervene in a meeting or address the investigators, including by giving evidence, questioning witnesses or making objections. If an advisor fails to abide by such guidelines, he/she may be prohibited from attending ongoing or future meetings

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

**Complainant:** An individual who makes a complaint or alleges that a violation of this Policy has occurred and files a complaint or has a complaint filed by a reporting party, against a faculty member, staff member or student.

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

*Mental incapacity* means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation through the use of drugs or alcohol.

*Physical helplessness* means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may also be reached through the use of alcohol or drugs.

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

**Domestic Violence:** Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a

current or former spouse, a person with whom the complainant shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

**Hostile Environment:** Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

**Quid Pro Quo:** The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly.

**Respondent:** A person against whom a complaint is brought, or who is alleged to have committed a violation of this policy.

**Respondent Navigator:** A NOVA representative who assist respondents, at their request, in navigating the action steps connected with the administrative process, including interim measures. Each campus and Human Resources has at least one Respondent Navigator. Respondent Navigators are designated by the Title IX Coordinator and receive annual training.

**Responsible Employee:** A responsible employee is one designated for purposes of initiating notice of a possible violation of the Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator or Deputy Title IX Coordinator. At the College, responsible employees include Administrative Council members, Deans and Associate/Assistant Deans, Associate Vice Presidents, Directors, designated Human Resources staff, full-time teaching faculty, coaches, student life staff, counselors, and club advisors.

A responsible employee shall not be an employee who, in their position at the College, provides services to the campus community as a licensed health care professional, (or as administrative staff of a licensed health care professional), victim support personnel, clergy, or attorney.

**Reporting Party:** A reporting party is a third party, other than the complainant or respondent, who makes a report concerning a Title IX matter. A reporting party makes a complaint or alleges that a violation of this Policy has occurred to another person, other than themselves.

**Review Committee:** Review committee refers to the NOVA's Sexual Assault Review, Response, and Resources Team (SARRRT). The SARRRT includes the Title IX Coordinator, the NOVA Chief of Police, the Associate Vice President for Student Services and Enrollment Management, the Associate Vice President for Human Resources, and the NOVAcares Director. The Associate System Counsel and Assistant Attorney General assigned to NOVA serves as an advisor. The committee is responsible for reviewing information related to acts of sexual violence and supporting other Title IX activities.

**Sexual Assault:** Sexual assault is defined as the intentional physical sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally

touching, either directly or through clothing, the complainant's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault. Sexual assault may also include inanimate and animate object sexual penetration.

**Sex Discrimination:** Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, separates, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in a college program or activity.

**Sexual Exploitation:** Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances: Hostile Environment and Quid Pro Quo (see above).

**Sexual Misconduct:** Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, sexual violence, domestic violence and dating violence.

**Sexual Violence:** Sexual violence is any intentional physical sexual abuse committed against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, and sexual battery.

**Stalking:** Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member. Sex/gender based stalking is a violation of this policy.

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

## Retaliation

1. Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation of this Policy, or any person cooperating in the assessment of allegations of violations of this Policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited by this Policy.
2. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

## Reporting Incidents

1. Members of the campus community who believe they have been subjected to or have witnessed sexual violence are encouraged to immediately report the incident to NOVA or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 703-764-5000. To email NOVA police please contact: [PoliceDispatch@nvcc.edu](mailto:PoliceDispatch@nvcc.edu).
2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to report Title IX related complaints via email at [titleix@nvcc.edu](mailto:titleix@nvcc.edu). Although strongly encouraged, a complainant is not required to submit a complaint in writing.

### Northern Virginia Community College Title IX Sexual Misconduct Campus Resources

Title IX Coordinator: Dr. Elizabeth Harper  
4001 Wakefield Chapel Road  
Annandale, VA 22003-3796  
Phone: 703-323-2262  
Email: [titleix@nvcc.edu](mailto:titleix@nvcc.edu)

Deputy Title IX Coordinator: Dr. Marleen McCabe  
4001 Wakefield Chapel Road  
Annandale, VA 22003-3796  
Phone: 703-323-2262  
Email: [titleix@nvcc.edu](mailto:titleix@nvcc.edu)

After normal business hours, members of the campus community should report alleged violations of this policy to the police or by leaving a voicemail or email for the Title IX Coordinator.

3. There is no time limit for filing a complaint with the College; however, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to adequately respond to the allegations.

### Handling of Reports and Investigations

1. The Title IX Coordinator/Deputy will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator/Deputy will request the consent of the complainant (or alleged victim if different from the complainant), to report personally identifiable incidents of alleged sexual violence that occur on campus property to law enforcement. Members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator/Deputy to notify law enforcement if they wish. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations.

2. The College may suspend the fact-finding portion of a Title IX Assessment while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX assessment as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College's assessment will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

### Confidentiality and Anonymous Reports

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College has a responsibility to end conduct that violates this Policy, prevent its recurrence, and remedy its discriminatory effects. For this reason, some College employees may not keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and with as much privacy as possible. College employees must share such information only with those College and law enforcement officials on a "need-to-know" basis pursuant to this Policy.

2. Responsible employees must report all alleged violations of this Policy to the Title IX Coordinator/Deputy Title IX Coordinator. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority [CSA] under the Clery Act). Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

3. If a complainant wishes to keep the report confidential, it is recommended that they report the alleged conduct to someone with a duty to maintain confidentiality, e.g., NOVA Sexual Assault Services (SAS). Employees may contact SAS or the Employee Assistance Program if eligible.

If the complainant requests that the complainant's identity is not released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain

confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment.

In order to make such an evaluation, the Title IX Coordinator/Deputy may conduct a preliminary assessment into the alleged violation of this Policy and may weigh the request(s) against the following factors:

- The seriousness of the allegation(s);
- The complainant's or alleged victim's age;
- Whether there have been other similar complaints against the same respondent;
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- The applicability of any laws mandating disclosure.

Therefore, the College may pursue an assessment even if the complainant requests that no action is taken and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant in writing when it is unable to maintain confidentiality or respect the complainant's request for no further action. There is a need to consider the concerns of a complainant in light of the broader campus safety for others, including the complainant.

4. Additionally, upon receiving a report of an alleged act of sexual violence against a student/faculty/staff or one that allegedly occurred on or off campus, the Title IX Coordinator or designee shall convene the College's review committee (SARRRT). The review committee will convene within 72 hours to review the information reported and any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus but it is the law enforcement representative of the review committee who ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the complainant or alleged victim or other individuals. The College will disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator or designee will notify the complainant or alleged victim in writing that such disclosure is being made.

5. If the report of an alleged act of sexual violence would constitute a felony sexual assault, within 24 hours of the first review meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.



In addition, law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felony sexual assault.

6. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair assessment. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint.

### **Amnesty**

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

### **IX - Timely Warnings**

The College is required by federal law to issue timely warnings for reported incidents that pose a serious and continuing threat to members of the campus community. For Title IX purposes, the College will ensure, to every extent possible, that a complainant's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

### **Interim Measures**

1. Prior to the resolution of a complaint, the College may suspend or place the respondent on disciplinary or administrative leave, or suspension, when it is determined that the respondent's continued presence on campus:
  - threatens the safety of an individual or of the campus community generally;
  - may hamper the investigation into the alleged misconduct;
  - or is necessary to stop threatening or retaliatory contact against the complainant or complainant's witnesses.

The College shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim action(s) necessary and reasonable. Individuals subject to proposed interim actions shall have the opportunity to show within 2 working days of notice why such action should not be implemented.

2. Notwithstanding the above, the College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.



3. The College may implement other actions for either the complainant or the respondent if requested, appropriate, and reasonably available, whether a formal complaint has been filed or whether an assessment by either campus administrators or law enforcement agencies has commenced. Such actions may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

### Sexual and Domestic Violence Procedures

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking is encouraged to do the following:

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.
- Call a friend, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood. When a matter is reported to the police, the police will be able to order this without cost to the complainant.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day. Other similar resources include

NOVA - Sexual Assault Services (SAS) – [nova.sas@nvcc.edu](mailto:nova.sas@nvcc.edu) or 703.338.0834

Alexandria - Sexual Assault Center – 703.683.7273

Fairfax County - Domestic and Sexual Violence Services – 703.360.7273

Prince William County - Sexual Assault Victims' Advocacy Services – 703.368.4141

Loudoun County - Abused Women's Shelter – 703.777.6652

You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order. If the police are notified, they may be able to provide you with some further assistance. Prior to going to a medical facility/Emergency Room you are also encouraged to:

- Not wash your hands, bathe, or douche. Do not urinate, if possible.
- Not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
- Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag, to preserve as evidence.

- Not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
- Tell someone all the details you remember and write them down as soon as possible.
- Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint

### Written Notification of Rights and Options

Complainants who report incidents of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options, including:

1. the available law-enforcement options for investigation and prosecution;
2. the importance of collection and preservation of evidence;
3. the available options for a protective order;
4. the available options for investigation, resolution and adjudication under the College's policies;
5. the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law;
6. the applicable federal or state confidentiality provisions that govern information provided by a victim;
7. information on contacting available College resources, such as NOVA Sexual Assault Services (SAS), and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding;
8. the importance of seeking appropriate medical attention; and
9. options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

The Complainants' Rights are available from police, Sexual Assault Services, Title IX, or the Title IX website at <http://www.nvcc.edu/titleix/index.html>

The Respondents' Rights are available from the Title IX Office, or the Title IX website at: <https://www.nvcc.edu/titleix/index.html>

### Support Services

1. Information will be made available to all students and employees about counseling, mental health victim advocacy, legal assistance, and other community resources e.g hospitals, domestic violence and services available in the community and on campus.
2. For more information about available college and community resources, go to: <https://www.nvcc.edu/police/college-safety/sexual-assault.html>, <http://www.nvcc.edu/novacares/>, and <http://www.nvcc.edu/titleix/index.html>.

### Education and Awareness

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.
2. To fulfill requirements for mandatory training, students and employees are offered a variety of primary prevention and awareness programs. The program, at a minimum, shall include:
  - A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
  - The definition of domestic violence, dating violence, sexual assault, and stalking;
  - The definition of consent;
  - Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
  - Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
  - Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
  - Information about available resources and services, and options for academic and work accommodations, if requested and reasonably available.
3. The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.
4. Title IX Coordinator(s), investigators, and hearing officials must receive annual training on sexual violence, domestic violence, dating violence, and stalking, and the conduct of investigations and hearings.

### Resolution of Complaints

1. The College has an obligation to provide a prompt, fair, and impartial investigation and resolution of alleged violations to this Policy and is committed to doing so.
2. The College may resolve complaints either by an informal or formal resolution process.
3. The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence, or sex/gender based stalking. The formal resolution process will be applied (i) when any party that participated in the informal resolution process chooses to terminate the process, and (ii) to all matters that are not eligible for informal resolution.
4. Any individual with a documented disability may request accommodations at every stage of the resolution process. Such requests should be submitted to the Title IX Coordinator or designee at least 3 days before the time of their scheduled meeting

### Informal Resolution Process

1. After receiving agreement from both parties to resolve the complaint through the informal resolution process, the Title IX Coordinator will appoint a college official to facilitate an effective and appropriate resolution. Within 3 work days of the official's appointment, the complainant or the respondent may notify the Title IX Coordinator in writing of any potential conflict of interest posed by assigning such official to the matter. In turn, if the college official believes the appointment poses a conflict of interest, the official will notify the Title IX Coordinator within 3 work days of the appointment. Based on the statements received, the Title IX Coordinator will determine if a material conflict of interest exists and will assign a different individual to facilitate the informal resolution process as appropriate.

Within 3 work days of the uncontested college official's appointment, the college official will request a written statement from the parties to be submitted within 5 work days. Each party may request that witnesses are interviewed. Within 5 work days of receiving the written statements, the college official will meet with the parties separately and coordinate informal resolution measures. The college official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting.

2. The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.

3. Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee's supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process.

4. There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

### Formal Resolution Process

The formal resolution process will be applied (1) when any party to the complaint requests a formal resolution and (2) to all matters that are not eligible for informal resolution, e.g. sexual violence, dating violence, and stalking within the context of gender based sexual misconduct, if assessed as severe.

#### *Complainant's Initial Meeting with the Title IX Coordinator or Deputy*

As soon as is practicable, the Title IX Coordinator/Deputy will contact the complainant or alleged victim to schedule an initial meeting. During this initial conversation, the Title IX Coordinator/Deputy will:

- a. Provide the complainant a copy of this Policy or send it via email;

- b. Provide a written explanation of the complainant's rights and options for possible interim measures in, among others, academic schedules or work arrangements;
- c. Explain avenues for resolution of the complaint;
- d. Explain the steps involved in the complaint resolution process;
- e. Discuss confidentiality standards and concerns with the complainant;
- f. Determine whether the complainant wishes to pursue a resolution through the College, through law enforcement, or no resolution of any kind;
- g. Refer the complainant to campus and community resources, as appropriate;
- h. Discuss with the complainant, as appropriate, possible interim actions that may be taken or provided during the assessment and complaint resolution process;
- i. Discuss the complainant's right to due process and a prompt, fair and impartial resolution of the complaint;
- j. Discuss the College's obligation to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, under certain conditions;
- k. Discuss the non-retaliation requirements.

### *Respondent's Initial Meeting with the Title IX Coordinator or Deputy*

As soon as is practicable, the Title IX Coordinator/Deputy will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial conversation with the respondent, the Title IX Coordinator/Deputy will:

- a. Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
- b. Provide the respondent a copy of this Policy or send it via email;
- c. Provide a written explanation of the respondent's rights and options related to changes or accommodations in academic schedules, or work arrangements;
- d. Explain the College's procedures for resolution of the complaint;
- e. Explain the steps involved in the complaint resolution process;
- f. Discuss confidentiality standards and concerns with the respondent;
- g. Inform the respondent of any interim actions that may be imposed;
- h. Refer the respondent to campus and community resources, as appropriate, including the availability of a respondent navigator;
- i. Discuss with the respondent, as appropriate, possible interim actions that can be provided to the respondent during the the assessment and complaint resolution process;
- j. Discuss the respondent's right to due process and a prompt, fair and impartial resolution of the complaint;
- k. If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent:
  - The College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or
  - The College, if the respondent withdraws while under investigation, may continue the investigation in the respondent's absence. If possible, the respondent will be notified of the charges, provided an opportunity to respond to all the evidence, and be notified of the final resolution; and
- l. Discuss the non-retaliation requirements.

### **Title IX Coordinator's/Deputy Title IX Coordinator's Initial Determination**

- a) The College shall conduct an assessment of the complaint unless:
  - i. the complainant does not want the College to pursue the complaint and the Title IX Coordinator/Deputy has determined that the College can honor the request; and
  - ii. it is clear on its face and based on the initial meetings with the parties that no reasonable grounds exist for believing the conduct at issue constitutes a violation of this Policy.
  
- b. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to conduct an assessment of the complaint:
  - i. the source and nature of the information;
  - ii. the seriousness of the alleged incident;
  - iii. the specificity of the information;
  - iv. the objectivity and credibility of the source of the information;
  - v. and whether the individuals allegedly subjected to the conduct can be identified.
  
- c. In the event that the Title IX Coordinator determines that an assessment of the complaint should not be conducted, s/he will document (in consultation, as necessary, with the complainant, respondent, and other College officials), the appropriate resolution of the complaint and inform the parties of the same. The Title IX Coordinator shall provide specific and clear written reason(s) why an assessment should not be conducted. The Title IX Coordinator shall provide the determination that the College will not assess the matter to the complainant and the respondent, concurrently, within five (5) work days of the completion of the initial meetings. This decision is final.

### ***Appointment of the Investigator(s) and Conducting the Investigation***

- a. The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.
  
- b. If the Title IX Coordinator determines an investigation should be conducted, he will appoint an investigator(s) within 5 work days of the completion of the initial meetings in most cases. The Title IX Coordinator will share the name(s) of the investigator(s) as well as their contact information with both the complainant and respondent and will forward the complaint to the investigator(s).
  - i. Within 3 work days of such appointment, the investigator, the complainant or the respondent may notify the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter.
  
  - ii. If it is determined that a material conflict of interest exists, the Title IX Coordinator will consider such statements and assign a different individual as investigator

d. While conducting the investigation, the investigator(s) should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence; motives; and any corroborating evidence. When applicable the investigator(s) may consider whether the complainant's account is impacted by trauma.

f. The investigator(s) will complete a written report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The report shall include at minimum, the following:

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- The date the complaint or other report was made;
- The date the respondent was interviewed;
- The names and gender of all persons alleged to have committed the alleged violation;
- The names and gender of all known witnesses to the alleged incident(s);
- The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- Any written statements of the complainant or the alleged victim if different from the complainant;
- If applicable: the date on which the College deferred its process because the complainant filed a law enforcement complaint and the date on which the College resumed its process, if applicable.
- A rationale for any credibility determinations.

g. The investigator(s) will forward the written report to the Title IX Coordinator/Deputy.

- Both the complainant and the respondent will be given 5 work days to review and comment on the written investigative report. Each party will be contacted by the Title IX Deputy Coordinator or designee to schedule a review time. The final written report and the parties' responses thereto shall be part of the record.
- The withdrawal of a student from the College while under investigation for an alleged violation of this Policy involving an act of sexual violence, in most cases, should not end the College's investigation and resolution of the complaint. The College shall continue the investigation, if possible, as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location.
- Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "Withdrew while under investigation for a violation of Northern Virginia Community College's sexual misconduct policy." After the College has completed its investigation and resolution of the complaint, the College shall either (1) remove the notation if the student is found not responsible or (2) change the notation



to “Withdrew while under investigation and subsequently found responsible for a violation of Northern Virginia Community College sexual misconduct policy.”

- The College may end the investigation and resolution of the complaint if the College cannot locate the respondent and provide them with notice and the opportunity to respond. In such cases, the College shall maintain the withdrawal notation on the student’s academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

### *Determination by Title IX Coordinator*

1. When the complainant and respondent have reviewed the report and the Deputy Title IX Coordinator has received any additional responses to be included in the record, the report will be submitted to the Title IX Coordinator who will determine, on a case-by-case basis, whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within 10 work days of receiving the written report from the investigator(s). The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is “more likely than not” that the alleged violation occurred.
2. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the investigation will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report and the finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. The Title IX Coordinator will inform the complainant and the respondent of the right to appeal the decision and provide information on the appeal process (see section W. Right to Appeal).
3. Over the course of the Title IX resolution process findings may indicate alleged violations of the Student Code of Conduct and, for faculty, staff, vendors, contractors or visitors, violations of VCCS Policy, Department of Human Resource Management policy, or NOVA policies and procedures. For students, student conduct violations will be adjudicated and sanctioned as part of the Title IX process. For faculty and staff, the Title IX Coordinator will notify the immediate supervisor and the AVP for Human Resources of the potential policy violations for further action.
4. If the Title IX Coordinator finds that the evidence proves by a preponderance of the evidence standard that the **respondent violated the Sexual Misconduct Policy**, the Title IX Coordinator will make the determination in writing and distribute it, along with the written investigative report, to the complainant and the respondent concurrently. The Title IX Coordinator will also advise the complainant and the respondent of the right to appeal the decision and provide information on the appeal process. All parties to whom the written decision is distributed pursuant to this Policy should maintain it in confidence.
  - a. **If the respondent is a student**, the Title IX Coordinator will forward the report within 7 work days of the finding of responsibility to a panel of three Deans of Students



appointed at the discretion of the Title IX Coordinator, to determine appropriate sanction(s). Within 7 work days, the panel shall submit a written determination of the sanctions to the Title IX Coordinator, who will inform the respondent of the sanction(s).

The Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

**b. If the respondent is an employee**, the Title IX Coordinator will forward the report to the employee's dean or director-level supervisor. Within 10 work days, the supervisor or the appropriate Administrative Council Member shall determine and impose sanctions in accordance with VCCS or DHRM policy. The respondent and the Title IX Coordinator shall receive written notification of sanction(s).

**c. If the respondent is a third party affiliated with the College**, the Title IX Coordinator will forward the report to the Executive Vice President or NOVA Chief of Police, as appropriate. Within 10 work days, the EVP or Chief of Police shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). The Title IX Coordinator may disclose to the complainant information as described above.

**d. If the respondent is a third party not affiliated with the College**, the Title IX Coordinator will forward the report to the NOVA Chief of Police. The Chief of Police or designee will be consulted for possible safety measures deemed to be appropriate under the circumstances. The Title IX Coordinator may disclose this information to the complainant.

### Sanctions and Corrective Actions

1. The College will take reasonable steps to prevent the recurrence of any violations of this Policy and to correct the discriminatory effects on the complainant (and others, if appropriate).

Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education; a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct; verbal or written warning; a no-contact order; written or verbal apology; verbal or written warning; probation; suspension; and dismissal from the College.

a. If a student is found responsible for an act of sexual violence under this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows:

“Suspended/Dismissed for a violation of Northern Virginia Community College’s Title IX Policy.” In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student’s academic transcript.

b. If a student withdraws from the College while under investigation involving an act of sexual violence under this Policy, the student’s academic transcript shall be noted as follows: “Withdrew while under investigation for a violation of Northern Virginia Community College’s Title IX Policy.” Students are strongly encouraged not to withdraw from the College.

c. The College shall immediately remove the notation from the student’s academic transcript upon a subsequent finding that the student is not responsible for an offense of sexual violence under this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student’s academic transcript.

d. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student’s academic transcript after resolution of all appeals

3. **Sanctions for faculty and staff** shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.

4. **Third parties**, e.g., contractors, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.

5. The Title IX Coordinator will determine the final accommodations to be provided to the complainant, if any. All accommodations are to be coordinated through the Title IX Coordinator.

6. Sanctions imposed do not take effect until the resolution of any timely appeal. However, sanctions may take effect immediately when the continued presence of an individual on campus may threaten the safety of another individual or the campus community, generally. Sanctions will continue in effect until such time as the appeal process is exhausted in such cases.

7. Apart from any other findings, the Title IX Coordinator may identify the necessity for corrective actions by the College to prevent recurring or similar incidents. The Coordinator shall communicate the corrective actions in writing to the appropriate College officials

### *Right to Appeal*

1. The Title IX Coordinator will advise the respondent and complainant of their right to appeal any finding or sanction and the appeal process as part of the written notification.
  
2. If a party disagrees with the finding or the sanction(s), they may initiate an appeal. The party initiating an appeal must show error, as the original finding and sanction are presumed to have been decided reasonably and appropriately. The only grounds for appeal are as follows:
  - A procedural error occurred that significantly impacted the outcome or fundamental fairness of the process.
  - To consider new evidence, unavailable at the time of the investigation that could substantially impact the investigator(s)' finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impact the investigator(s)' finding.
  - The sanction(s) are not justified by the evidence and/or mitigating factors warrant a lesser sanction or aggravating factors warrant a greater sanction(s).

**Students** must submit their appeal in writing within 10 business days of receiving the written notice of the decision to the Executive Vice President. All information pertaining to the appeal needs to be submitted prior to the deadline. Appeals submitted by email must be sent from the student's VCCS email address and have "Title IX Appeal" as the subject line. Failure to submit the appeal letter with all supporting documents within the allotted time will render the original decision final.

**Faculty** must submit their request for an appeal in writing within five business days of receiving the written notice of the finding or the sanction(s) to the Executive Vice President. The request must include all supportive documentation as outlined above. Failure to submit the appeal letter with all supporting documents within the allotted time will render the original decision final.

**Classified Staff** must submit their request for an appeal in writing within five business days of receiving the written notice of the finding or sanction(s) decision to the Executive Vice President. This request must include all supportive documents. Failure to submit the appeal packet within the allotted time will render the original decision final.

The Executive Vice President will render a decision within 7 business days.

The Executive Vice President reviews the request to see if it meets the limited grounds and is timely.

The Executive Vice President may:

- Find that the appeal is not timely or substantive and dismiss it. The decision is final.
- Affirm the finding and sanction imposed in the original decision. The decision is final.
- Affirm the finding and reduce, but not eliminate, the sanction. The decision is final.
- Remand the case to the Title IX Coordinator for consideration of new evidence. The decision of Title IX Coordinator is final.

### Academic Freedom and Free Speech

This Policy does not allow censorship of constitutionally protected expression. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks. As a “marketplace of ideas,” the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee’s work performance or a student’s educational experience. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault.

### Consensual Relationships

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

### Record Keeping

The Title IX Coordinator shall maintain, in a confidential manner, for at least 5 Years all:

1. paper or electronic files of all complaints, including responses taken by College personnel for each complaint
2. witness statements
3. documentary evidence
4. written investigative reports
5. corrective action reports
6. review committee records
7. sanctions
8. appeals and associated documents
9. interim and permanent steps taken with respect to the complainant and respondent
10. responses taken by College personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and respondent, and
11. a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

### Rights of Students & Employees Accused of Sexual Misconduct

If you have been accused of sexual assault, sexual harassment, and dating/domestic violence or stalking, you have certain right under NOVA’s Sexual Misconduct Policy. These rights are listed below for your information. The complete Sexual Misconduct Policy is available online at <https://www.nvcc.edu/police/college-safety/files/RightsOfAccused.pdf>.

Sexual misconduct is not tolerated at Northern Virginia Community College. Reports of sexual assault, dating/domestic violence or stalking are taken seriously. It is important to NOVA that respondents are informed and provided due process.

Any NOVA student, faculty member, or staff who is accused of sexual misconduct has the right to:

1. **Complaint:** The respondent has the right to be notified in writing of the complaint and the allegations as well of any immediate interim measures that impact the respondent.
2. **Information:** The respondent has the right to information regarding the status of the complaint against them, including the outcome of the campus investigation and any disciplinary action, the procedures to appeal a disciplinary action, and the outcome.
3. **Confidentiality and discretion:** Identifying information of a respondent will be protected as much as possible. Please be advised that identifying information will be shared with college officials who are in a "need to know" position because of their job responsibilities. All persons involved in a complaint of sexual misconduct are to respect the privacy of the individuals involved and must keep the matter as confidential as possible.
4. **A prompt, fair, and impartial investigation and Resolution:** The respondent has the right to a prompt, fair and impartial investigation and resolution of the incident, including an opportunity to present witnesses and other evidence.
5. **Standard of Evidence:** The respondent will not be considered responsible for violating NOVA's Sexual Misconduct Policy unless they are found to be responsible by a preponderance of the evidence, in accordance with the procedures described in NOVA's Sexual Misconduct Policy. Nevertheless, at the complainant's request, NOVA may take immediate and interim action to change a class assignment or working relationship, or issue a No Contact order, so that the respondent will be separated from the complainant to the greatest extent possible. These interim measures will not be considered in determining whether or not the respondent is responsible for the alleged sexual misconduct, and such interim actions will not prejudice the respondent under investigation.
6. **Sanctions:** The respondent has the right to know the potential sanctions that may be imposed if they are found responsible for violating the Sexual Misconduct Policy. These sanctions are described in the policy and may include, but are not limited to, admonitions, probation, suspension, dismissal from the College and/or termination from employment.

If the respondent is a student and they are found responsible for violating the NOVA's *Sexual Misconduct Policy* (Title IX), the student's academic record shall be noted as follows: "*Suspended/ Dismissed for a violation of the NOVA Title IX policy.*" If the respondent withdraws while under investigation, the investigation may continue in the respondent's absence. If possible the respondent will be, provided an opportunity to respond to the evidence, and be notified of the outcome.

If the respondent is a faculty member or classified staff and they are found responsible for violating NOVA's Sexual Misconduct Policy (Title IX), any disciplinary action, up to and including termination, will be in accordance with VCCS and DHRM policies and procedures. If the respondent withdraws while under investigation, the investigation may continue in the respondent's absence. If possible the respondent will be, provided an opportunity to respond to the evidence, and be notified of the outcome.

7. **An Advisor:** The respondent has the right to choose an advisor to support and accompany them at all times throughout the College proceedings. The advisor may be a friend, mentor, family member, or any other supporter of their choice. The advisor may support the respondent, but may not represent them nor speak for the respondent. Since the Advisor will have access to confidential information concerning the parties involved in the Title IX Administrative Process, they will be asked to acknowledge and sign NOVA's Confidentiality Agreement.
8. **Respondent Navigator:** NOVA offers the respondent the assistance of trained faculty and staff to help them navigate the administrative resolution process, including interim measures. Each campus and Human Resources has at least one Respondent Navigator. Please contact the Title IX Office to request the assistance of a Respondent Navigator.
9. **Request Accommodations:** A respondent may request a change in academic setting (class or campus) or work assignment in order to be more clearly separated from the complainant (the alleged victim). Such a request will be granted to the greatest extent possible and as soon as alternative measures can reasonably be made. Students should make their request to the Title IX Office. If Financial Aid may be impacted, the respondent may contact the Title IX Office for assistance. Faculty and staff may request accommodations by contacting the Associate Director for Human Resources or the Title IX Office.
10. **Retaliation Concerns:** Threats, intimidation, and any form of retaliation for reporting an incident of sexual misconduct are prohibited by the Sexual Misconduct Policy as well as by Federal law and may be grounds for disciplinary action. If any retaliation occurs, it is important to contact the Title IX Office.
11. **Community Resources:** Since NOVA does not offer mental health care it is important to be aware of community resources that are free, low cost, and confidential.

Low Cost Healthcare Resources in Northern Virginia, including Alexandria, Loudoun, and Prince William County:

<http://www.fairfaxcounty.gov/hd/pcs/pcspdf/safety-net-contacts-revised.pdf>

Virginia Health Care Foundation: free clinics

<http://www.vhcf.org/looking-for-help/medical-care/free-clinics/>

<http://www.vhcf.org/looking-for-help/mental-health-care/>

Fairfax Mental Health: provides reduced fee mental health services to college students on a sliding scale.

<http://www.fairfaxmentalhealth.com/>

**Additional Resources for Faculty and Staff:**

Please refer to your health benefits program and contact the appropriate Employee Assistance Program for information on available services and free counseling at:

<http://www.dhrm.virginia.gov/employeeprograms/employeeassistance>

Mental Health Resource Guide:

<http://www.dhrm.virginia.gov/docs/defaultsource/hr/mentalhealthcrisisresources.pdf?sfvrsn=4>

## NOVA Victim's/Complainant's Rights

**Sexual misconduct is not tolerated at Northern Virginia Community College. Reports of sexual assault, dating/ domestic violence or stalking are taken seriously. It is important to NOVA that complainants are protected, respected, and informed about their rights.**

**Any NOVA student, faculty member, or staff who experienced a sexual violence incident and alleged violation of NOVA's Sexual Misconduct (Title IX) Policy has the right to:**

1. **Confidentiality and Discretion:** Your identifying information will be protected as much as possible. Your name will not be published or otherwise publicized without your permission. When you decide to make an official complaint, all possible protections will be afforded to you, whether or not you participate in any investigation. When the College needs to act to protect the safety of others, absolute confidentiality may not be possible. For absolute confidentiality, contact NOVA Sexual Assault Services (SAS) at 703.338.0834.

**NOVA SAS and Confidentiality:** Confidentiality exists in the context of laws that protect certain relationships. SAS staff provides you support, advocacy, and referrals to clinical and counseling services. Your personal and identifying information may be disclosed when: (1) you give written consent for its disclosure; (2) there is a concern that you will likely cause serious physical harm to self or others; or (3) if you are under the age of 18, the information concerns conduct involving suspected abuse or neglect of a minor.

2. **Timely Warnings:** Any timely warning that is broadcast through NOVA alerts for the safety of the NOVA Community will not identify you by name. Timely warnings are triggered when NOVA Police determines that a student, faculty, or staff member presents a serious or continuing threat to the NOVA community.

3. **Get Immediate Help:**

- Call 911
- Call NOVA Police: 703.764.5000
- Call NOVA Sexual Assault Services (SAS), available 24 hrs. at 703.338.0834 or [nova.sas@nvcc.edu](mailto:nova.sas@nvcc.edu)
- For a list of available resources and support services: <http://www.nvcc.edu/titleix/get-help.html>

**Preserving Physical Evidence:** Immediately after an assault, it is extremely important to preserve all evidence of the assault. If you go to a hospital as the result of a sexual assault, you are entitled to a free evidence collection examination called a SANE exam. SANE stands for Sexual Assault Nurse Examiner. In Northern Virginia, the preferred hospitals are INOVA Fairfax in Fairfax County and Sentara Hospital in Prince William County. These locations have specially trained nurses on call 24 hours a day. INOVA Fairfax Hospital provides care to sexual assault victims no matter where in Northern Virginia the crime occurred. The SANE nurse will collect the evidence and ask the investigative officer in the jurisdiction where the crime occurred to pick up the evidence kit and store it for at least six months. The evidence will be in a box marked only with a number, not your name.

You are not required to make an official police report for this evidence to be collected. If you later decide to make such a report, the hospital will give your name to the police and the evidence kit will be tested for possible use in a court case. For more information about how to preserve evidence, contact NOVA Police at 703.764.5000 or NOVA Sexual Assault Services at 703.338.0834. *Please note that an Advocate from NOVA Sexual Assault Services is available to accompany you to the hospital at your request.*

4. **Reporting Options:** It is your choice whether or not to report the incident. Listed below are a range of reporting options:

- **In an emergency, call 911.**
- **College Police – 703.764.5000.** To report an incident that occurred on campus and to begin a criminal investigation.



- **Local Police Department – call 911.** To report an incident that occurred off campus and begin a criminal investigation
- **Sexual Assault Services (SAS) – 703.338.0834** or [nova.sas@nvcc.edu](mailto:nova.sas@nvcc.edu). To access confidential support, advocacy, and intervention; available 24/7.
- **Title IX Office (Title IX Coordinator/Deputy Title IX Coordinator) –703.323.2262** or email: [titleix@nvcc.edu](mailto:titleix@nvcc.edu). To report the incident, seek academic or other accommodations, seek assistance when your Financial Aid is impacted, and begin an administrative Title IX assessment.
- **Campus Dean of Students or Student Conduct Officer at your own campus** – To report the incident. As designated Responsible Employees, the Dean of Students and Student Conduct Officer are obligated to share the report with NOVA's Title IX Office.
- **Human Resources** – To report an incident involving an employee (faculty, staff) or contractor, contact Associate VP for Human Resources, Charlotte Calobrisi, at 703-323-3110.
- **Online reporting options for non-emergency reporting** - To report an incident via NOVACares, go [www.nvcc.edu/novacares](http://www.nvcc.edu/novacares).

At the time a report is made, you do not have to decide whether or not to request any particular course of action, nor do you need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making a report, can be a process that unfolds over time. In this process, the College will balance your interests with its obligation to provide a safe and non-discriminatory environment for all members of the NOVA Community.

5. **No Contact or Protective Orders:** The College will honor any protective order that you may have in place through the local courts. Please bring a copy of the court order to the College Police for their information and enforcement. In addition, a NOVA administrative *No Contact Order* may be issued by the Dean of Students, Student Conduct Officer, or Title IX Coordinator as appropriate, once the incident is reported to that office.
6. **Requests for Accommodations:** You may request a change in academic setting (class or campus) or work assignment. Such a request will be granted to the greatest extent possible and as soon as alternative arrangements can reasonably be made. *Students* should make their request to the Campus Dean of Students, Conduct Officer, or to the Title IX Coordinator/ Deputy Title IX Coordinator. Please note that if Financial Aid may be impacted, you may contact Sexual Assault Services (SAS) or the Title IX Office for assistance. *Faculty or staff* accommodation requests should be made to the Title IX Coordinator or to the Associate Vice President for Human Resources. You may request interim accommodations regardless of whether or not you or the College chooses to pursue the Title IX Resolution Process.
7. **A Prompt, Fair, and Impartial Investigation and Resolution:** You have the right to a prompt, fair and impartial investigation and resolution of the incident.
8. **An Advisor:** You have the right to choose an advisor to support and accompany you at all times throughout any College proceedings. The advisor may be a friend, mentor, family member, or any other supporter a party chooses. The advisor may support you, but may not represent you or speak for you. Since the Advisor will have access to confidential information concerning the parties involved in the Title IX Administrative Process, they will be asked to acknowledge and sign NOVA's Confidentiality Agreement.
9. **Retaliation Concerns:** Threats, intimidation, and any form of retaliation for reporting an incident of sexual misconduct are prohibited by the Sexual Misconduct Policy as well as Federal law and may be grounds for disciplinary action. If any retaliation occurs, it is important to contact, as appropriate: the Campus Dean of Students, the College Police, the Title IX Coordinator, and/or Human Resources.
10. **Community Resources:** Since NOVA does not offer mental health counseling it is important to be aware of community resources that are both free and confidential. All resources listed below offer 24 hour services. It is best to choose the service that is closest either to your home or to your campus.

**NOVA - Sexual Assault Services (SAS)** – [nova.sas@nvcc.edu](mailto:nova.sas@nvcc.edu); 703.338.0834 – provides support and information on available community resources.

**NOVA Title IX Office** has a community resources page at: <http://www.nvcc.edu/titleix/get-help.html>

- **CITY OF ALEXANDRIA** – Sexual Assault Center – 703.683.7273
- **FAIRFAX COUNTY** - Domestic and Sexual Violence Services (DSVS) – 703.360.7273
- **PRINCE WILLIAM COUNTY** – Sexual Assault Victims' Advocacy Services (SAVAS) – 703.368.4141
- **LOUDOUN COUNTY** - Abused Women's Shelter (LAWS) – 703.777.6652
- Consider reporting any of these crimes to the police. **NOVA Police** can be reached at 703.764.5000.

**Additional Resources for Faculty and Staff:** Please refer to your health benefits program and contact the appropriate Employee Assistance Program for information on available services and free Mental Health counseling at: <http://www.dhrm.virginia.gov/employeeprograms/employeeassistance>.

The complete Title IX NOVA Sexual Misconduct Policy is available online at: <http://www.nvcc.edu/titleix/index.html>

The NOVA *Victim's Rights Provisions* when received constitutes the written explanation of a student's or employee rights and options when they have been a victim of dating violence, domestic violence, sexual assault, or stalking whether the offense occurred on or off campus and accommodations which can be requested by the victim of such crimes regardless if they choose to report it to law enforcement as required by VAWA.

Upon written request NOVA will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by NOVA against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Sex Offender Registry and Access to Related Information**

The federal Campus Sex Crimes Prevention Act of 2000, enacted on October 28, 2000 and effective on October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. The Virginia State Police website, [www.vsp.state.va.us](http://www.vsp.state.va.us), provides information about registered sex offenders in the Commonwealth. Once you are on this website, click on Sex Offender Registry.

### **College Support for Sexual Assault Victims**

Sexual Assault Services (SAS) is a program within the NOVACares Office that provides free and confidential services to support victims and other interested members of the NOVA community. The SAS 24-hour telephone number is 703.338.0834. SAS provides assistance and support to any member of the NOVA community, including students, faculty and staff members, as well as their families. SAS provides

both crisis intervention and referrals and psychological, medical, legal, and judicial support and information. The program also focuses on education and community outreach on issues of Sexual Assault, Dating/Partner Violence, Sexual Harassment and Stalking. Finally, SAS offers presentations and informational brochures for victims, survivors, family members and friends. SAS can receive email 24/7 at [NOVA.SAS@nvcc.edu](mailto:NOVA.SAS@nvcc.edu) or by cell phone at 703.338.0834.

Emails are checked regularly and remain confidential.

### If Sexual Assault Happens to You

- Get to a safe place as soon as possible.
- Call 911.
- Notify the college police if the incident occurred on campus. College faculty and staff members can also assist you in reporting an incident.
- Try to preserve all physical evidence. Do not bathe or change clothes.
- Contact someone to stay with you and support you.
- Get medical attention as soon as possible and inform the responders you have been a victim of a sexual assault so appropriate evidentiary safeguards can be exercised.

### Mandatory Reporting of Child Abuse

While everyone should be concerned about child abuse and neglect, certain individuals are required by law to report suspected instances. In 2012, the Virginia General Assembly (SB 239) added “**any person employed by a public or private institution of higher education**” to the list of “**mandated reporters**” set out in §63.2-1509 of *the Code of Virginia*. Mandated reporters, including all NOVA faculty and staff, are those persons who in their professional or official capacity, are required to report instances of suspected child abuse and neglect to the local Social Service Department or to the Virginia Department of Social Services (DSS). The toll-free child abuse and neglect hotline is 1.800.552.7096.

The *Code of Virginia* §63.2-100 defines an abused or neglected child as any child under 18 years of age whose parent or any person responsible for his or her care:

- Causes or threatens to cause a non-accidental physical or mental injury,
- Has a child present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation,
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care,
- Abandons the child,
- Neglects or refuses to provide adequate supervision in relation to a child’s age and level of development,
- Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage who had been convicted of an offense against a minor for which registration is required as a violent sexual offender, or

- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material

### Medical Care

Victims of very recent sexual assaults (within 72-96 hours) are entitled to go to the emergency room of a local area hospital for a physical exam and the collection of evidence at no cost to the victim. At the hospital, a qualified nurse (called a Sexual Assault Nurse Examiner or "SANE") will examine the victim for sexually transmitted diseases, physical trauma, possible pregnancy, and to collect evidence for possible prosecution. A victim may receive an examination by a SANE whether or not he or she chooses to make an official police report of the incident at that time. If the victim decides not to go to a hospital, he or she should seek medical attention from a private clinic for a health and safety examination, whether or not injuries are known. SANE services are only available at Fairfax INOVA and Sentara hospitals. Other listed hospitals would be able to provide medical care service.

#### Local Area Hospitals

##### **Inova Alexandria Hospital**

4320 Seminary Road  
Alexandria, VA 22304  
703.504.3000

##### **Inova Fairfax Hospital**

3300 Gallows Road  
Falls Church, VA 22042  
703.698.1110

##### **Inova Fair Oaks Hospital**

3600 Joseph Siewick Drive  
Fairfax, VA 22033  
703.391.3600

##### **Loudoun Hospital Center**

44045 Riverside Parkway  
Leesburg, VA 20176  
703.858.6000

##### **Mount Vernon Hospital**

2501 Parker's Lane  
Alexandria, VA 22306  
703.664.7000

##### **Northern Virginia Community Hospital**

601 S. Carlin Springs Road  
Arlington, VA 22204  
703.671.1200

##### **Sentara Northern Virginia Medical Center**

2300 Opitz Boulevard  
Woodbridge, VA 22191  
703.670.1313

##### **Prince William Hospital**

8700 Sudley Road  
Manassas, VA 20110  
703.369.8000

##### **Reston Hospital Center**

1850 Town Center Parkway  
Reston, VA 20190  
703.689.9000

##### **Virginia Hospital Center**

1701 N. George Mason Drive  
Arlington, VA 22205  
703.558.5000

##### **Inova Psychiatric Assessment Center (IPAC)**

8221 Willow Oaks Corporate Drive  
Suite 4-420  
Fairfax, VA 22031  
703-289-7560

### Educational Programs about Sexual Assault Prevention and Related Issues

Each campus offers a variety of programs for students seeking information on date rape prevention, sexual harassment, substance abuse, safety and security, domestic violence and common sense survival tips. NOVA police officers, as well as Sexual Assault Services staff, are available to do presentations for any class or college activity. Additionally, NOVACares Office is available to assist sexual assault victims in receiving specialized counseling or mental health consultation from community agencies.

Additional assistance may be obtained through the following community resources:

- **Alexandria Sexual Assault Center**  
24-Hour Hotline: 703.683.7273
- **Fairfax County Victims Assistance Network**  
24-Hour Hotline: 703.360.7273
- **Sexual Assault Victims' Advocacy Service (SAVAS)**  
24-Hour Hotline: 703.368.4141  
Woodbridge: 703.497.1192  
Manassas: 703.361.0486
- **LAWS (Loudoun Abused Women's Shelter)**  
703.777.6552

## Code of Student Conduct, Rights, and Responsibilities

NOVA is a learning community with specific expectations concerning the conduct of its students. The College's approach to student learning and student conduct is to provide a safe and supportive learning environment that promotes teaching, learning and student success. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. NOVA's approach will be to resolve the problem and to help students learn to make better decisions. It is the College's goal that when students experience the conduct process, they will leave that process as better educated students, better all-around members of the College community, and better global citizens. In accord with this general philosophy, efforts will be made to resolve discipline issues informally where possible.

By enrolling at NOVA, a student accepts its policies and procedures and acknowledges the right of NOVA to take action, up to and including suspension or expulsion in response to misconduct. It is a student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with NOVA's policies and procedures

The link to the NOVA Student Code of Conduct is  
<http://www.nvcc.edu/students/handbook/conduct.html>.

## Definitions

The terms "**College**," "**institution**" and "**NOVA**" mean Northern Virginia Community College.

The term "**preponderance of the evidence**" means "more likely than not" that a violation occurred as alleged.

The term "**accused student**" means any student accused of violating the Student Code of Conduct.

The term "**complainant**" means any individual that submits a complaint alleging that a student violated the Student Code of Conduct. The complainant does not need to be the person who was the target or victim of the alleged violation.

The term "**advisor**" means any individual that has been designated by the accused student to assist them through the hearing process. This individual may include, but is not limited to, a member of the campus community, parent, guardian, relative, friend, or attorney.

The term "**college premises**" includes all land, buildings, facilities, and other locations owned, used or controlled by the College including adjacent streets and sidewalks.

The term "**college sponsored activity**" means any activity on or off campus which is initiated, authorized, aided, or supervised by the College.

The term "**VCCS**" means Virginia Community College System.

The term "**member of the College community**" includes any student, faculty member, administrator, other employee, contractor, or guest at Northern Virginia Community College.

The term "**Dean of Students**" should be understood to include the ELI Director of Student Services and the Associate Vice President of Workforce Development, who have responsibility for overseeing the student conduct process in their respective areas. The Dean may designate a campus conduct officer or other official to act for the Dean in the conduct process.

The term "**sanction**" means a penalty that may be imposed after a student has been found responsible for violating the Student Code of Conduct. Any sanction imposed at the campus level applies to the entire College.

The term “**policy**” means the written regulations of NOVA as found in, but not limited to, the Student Code of Conduct, the online Student Handbook, the College catalog, administrative directives, and the NOVA website.

The term “**due process**” means a guarantee that all proceedings related to the student code of conduct will be fair and that students will be given notice of the proceedings and an opportunity to be heard before the College acts to take away their rights and privileges.

The term “**Student Conduct Panel**” means any person or persons appointed to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a student has been found responsible for a violation.

The term “**witness**” means an individual or individuals who have had direct involvement in an incident and/or who were provided with information regarding the incident directly from the accused student, alleged victim, or both. This also includes individuals who in their professional capacity have contributed information which led to College charges.

The term “**grievance**” means an actual or supposed circumstance regarded as just cause for complaint. See the [Student Grievance Policy].

The term “**student**” means an individual who has applied for admission to the College and has registered for classes. An individual is considered an active student for a period of three years following the last enrollment.

The term “**appeal**” means the process for requesting a formal change to an official decision. In most circumstances an appeal connotes a review of the written documentation or record of the original hearing.

The term “**evidence**” means the use of testimony (e.g., oral or written statements), exhibits (e.g., physical objects), documentary material, or demonstrative evidence related to the incident leading to the charge(s).

## Student Rights

Northern Virginia Community College seeks to maintain an environment where students have the following rights:

### Education

Students have access to quality faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process.

### Freedom of Expression

Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.

### Freedom of Association

Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.

### Freedom from Discrimination

Students can expect to participate fully in the College community without discrimination as defined by federal and state law and College regulations.

### Safe Environment

Students can function in their daily activities without unreasonable concerns for personal safety.

### Privacy

Students are free of unreasonable intrusions into personal records and/or matters relevant to their identity and well-being.

### Educational Resources

Students can access high quality resources which support intellectual and social development.

### Grievance Process

Students can access established procedures for respectfully presenting and addressing their concerns or complaints to the College.

**Due Process**

Students can expect due process for alleged violations of the Student Code of Conduct. Due process includes reasonable notice of potentially adverse actions and an opportunity to be heard.

**Learning Beyond Formal Instruction**

Students can access a variety of activities beyond the classroom which support intellectual and personal development.

**Personal Growth**

Students can study in a setting that fosters personal growth.

**Professional Responses from Administration**

Students can expect timely and courteous responses from the College's academic and administrative departments.

**Academic and Administrative Policies**

Students can expect academic and administrative policies that support intellectual inquiry, learning and growth.

**Participation**

Students have the right to participate or be represented by peers in influencing College policies that affect them.

## Student Responsibilities

Students enrolling in the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College's function as an educational institution. Submitting an application to NOVA represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. Violating any of NOVA's core values may lead to disciplinary action.

## NOVA's Core Values

**Integrity**

NOVA students exemplify honesty and a respect for truth in all their dealings.

**Community**

NOVA students honor and value their community.

**Civility**

NOVA students show respect for each other, for property, and for all members of the community.

**Accountability**

NOVA students are given and accept a high level of responsibility as role models.

**Academic Integrity**

NOVA students exemplify honesty and integrity in all their academic work.

## Reporting Violations

Any member of the NOVA community, guest, or visitor may submit a report about a student for alleged violations of the Student Code of Conduct. Reports may be submitted at [NOVACares]. All reports should be submitted as soon as possible after the event takes place. Charges may be brought against an individual student or a College organization.

## Administrative Responsibilities

- Disciplinary procedures for students in all credit courses are administered by the Dean of Students or ELI Director of Student Services in consultation with the campus Dean of Students.



- Disciplinary procedures for Workforce Development students are administered by the Associate Vice President for Workforce Development, who may consult with the Dean of Students as necessary.
- Disciplinary procedures for charges occurring on multiple campuses are coordinated by the Associate Vice President for Student Services and Enrollment Management.
- Disciplinary procedures for minor and moderate instances of academic misconduct are administered by the appropriate Academic Dean. Major violations are addressed by the Dean of Students, ELI Director of Student Services, AVP for Workforce Development, or AVP for Student Services and Enrollment Management as appropriate. See the Code of Academic Integrity.
- Students will be charged with violations of the Code of Conduct when the apparent infractions are observed on College property or other locations where the College provides services or when the off-campus behavior negatively affects the teaching and learning environment.

Infractions of federal, state or local laws occurring off campus may be considered a violation of the Student Code of Conduct when such actions:

- directly affect the health, safety or security of the College community
- affect an individual's ability to fully participate in the College's academic or co-curricular programs
- affect the College's pursuit of its educational purposes, or
- occur as a direct result of a College connected disruption

### Interim Actions

Depending on the nature of the alleged misconduct, interim actions may be taken as deemed necessary for the safety of the College community. Examples include, but are not limited to, interim suspension, no-trespass orders, and administrative no-contact orders between individuals or groups. When possible, alternative arrangements will be made for the student to continue to meet academic requirements. The College may also withhold the award of a student's degree or certificate until the completion of the conduct process.

An instructor or other College official may direct a student to leave a class or any other academic setting when the student has, in the instructor's or official's judgment, caused a disruption. An Academic Dean may bar a student from that class or setting for a longer period of time pending a meeting with the Dean of Students; in that instance, alternative arrangements will be made for the student to continue to meet academic requirements whenever possible.

### Violations and Sanctions

When a student is found responsible for violating the Code of Conduct, sanctions will be imposed. Disciplinary sanctions generally attempt to accomplish the following:

- 1) provide fair and just consequences for misconduct
- 2) provide protection for the safety and property of the college community
- 3) enhance the academic environment
- 4) discourage future violations of the Code of Conduct
- 5) contribute to the growth and development of the student.

Any sanction imposed applies to the entire College

There are two types of sanctions -- administrative and educational. Administrative sanctions are more formal actions and frequently relate to the status of the student at the College. Administrative sanctions may be assigned independent of or in conjunction with educational sanctions. Educational sanctions are designed to include developmental activities related to specific acts of misconduct. The goals of educational sanctions are to reduce

the probability of repeat behavior, to give students the opportunity to demonstrate personal growth, and to appropriately challenge students. Educational sanctions may be assigned independent of or in conjunction with administrative sanctions.

Sanctions may include but are not limited to:

### ***Administrative Sanctions***

*Disciplinary Warning:* A warning to a student that his/her conduct was questionable and/or inappropriate and that further misconduct will result in more severe disciplinary action. Disciplinary warning may include a behavior agreement or contract.

*Disciplinary Probation:* Disciplinary probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision making. During this period the student is not in good standing with the College. The terms of probation may include restrictions of student privileges and/or set specific behavioral expectations. Misconduct while on probation or failure to comply with any conditions or to complete any assignments related to the probation may lead to more severe disciplinary action, including suspension or expulsion.

*Suspension:* Disciplinary suspension of the student from the College is assigned for a specified period of time that excludes the student from registration, class attendance, and use of College facilities. During the period of disciplinary suspension, the student will be prohibited from using or visiting College facilities unless special permission is obtained from the DOS or a designee.

*Deferred Suspension:* Deferred suspension is for a specified period of time. During the time of deferred suspension, involvement at the College is restricted to academic activities. A student under deferred suspension who is found responsible for further violations of the Student Code of Conduct will be immediately suspended or expelled.

*Expulsion:* Expulsion of a student from the College is permanent and requires administrative review and approval by the President. A student who is expelled from the College is prohibited from using or visiting College facilities unless permission is obtained from the Dean of Students.

### ***Educational Sanctions***

*Apology Letter:* May be assigned to students whose behavior had a negative impact on a particular individual or business more so than the community at large (i.e. theft).

*Community Service or Service Learning Experience:* May be assigned to students whose behavior or pattern of behavior disrupted the community in some way.

*Counseling:* (substance abuse, anger management, etc.). May be assigned to students whose behavior or pattern of behavior dictates a need for therapeutic rather than educational intervention.

*Interview With Relevant Staff Member and Reflection Paper:* May be assigned to students whose behavior indicated a need for education on a particular subject on which a College staff member is knowledgeable.

*Reaction/Reflection/Research Paper:* May be assigned to students who have engaged in a Code violation as a way of fostering reflection and explanation in a way that will benefit their future decision making.

*Review Relevant Article, Book, Workshop, Program or Movie and Reflection Paper:* May be assigned to students whose behavior violated the Code as a way of fostering exploration of a particular topic followed by reflection on the topic and how it relates to them.

*Restitution:* May be assigned to students whose behavior reflects damages to or misappropriation of property. Restitution may include, but is not limited to, reimbursements, compensation, and service.

### 1. Integrity – NOVA students exemplify honesty, integrity and a respect for truth in all their dealings.

Behavior that violates this value includes but is not limited to:

Charge Code Number	Charge Code
1.01	Furnishing false information to any NOVA official, faculty member or office, including falsification of documents
1.02	Alteration or misuse of any NOVA document, record or instrument of identification
1.03	Violations of positions of trust or authority within the community
1.04	Misuse or unauthorized use of the NOVA name and/or graphic
1.05	Stealing or possessing stolen property
1.06	Selling or attempting to sell textbooks or other personal property without permission of the owner
1.07	Taking items belonging to NOVA or an auxiliary enterprise affiliated with NOVA
1.08	Violating NOVA's online security policy

Possible Administrative Sanctions:

Level of Violation	Minimum Sanction	Maximum Sanction
Minor	Disciplinary Warning	Disciplinary Probation
Moderate	Disciplinary Probation/Deferred Suspension	Suspension
Major	Suspension	Expulsion

Possible Educational Sanctions:

Counseling, reflection paper, community service, ethics seminar, research paper, review relevant article, restitution, policy review paper, interview key staff, behavior contract/agreement

### 2. Community – NOVA students honor and value their community.

Behavior that violates this value includes but is not limited to:

Charge Code Number	Charge Code
2.01	Unruly, disrespectful, or disruptive behavior inside or outside the classroom

<b>2.02</b>	Obstructing the free flow of pedestrian or vehicular traffic on NOVA premises or at NOVA sponsored activities
<b>2.03</b>	Participating in or inciting a riot, disorderly assembly or demonstration
<b>2.04</b>	Unruly, disrespectful, or disruptive behavior outside of the classroom including at Student Life activities, College sponsored trips, etc.
<b>2.05</b>	Damage to or littering NOVA grounds and/or properties owned or leased by the College
<b>2.06</b>	Violations against property such as graffiti or automobile defacement
<b>2.07</b>	Possession of firearms, explosives, other weapons (as defined by the weapons policy at www....) or dangerous chemicals while on campus unless properly authorized
<b>2.08</b>	Violations of College policy by smoking in any College facility or within 25 feet of any College building
<b>2.09</b>	Violation of College or classroom policy by unauthorized use of electronic devices in the academic setting
<b>2.10</b>	Unauthorized entry into or presence in or on any College building or facility

*Possible Administrative Sanctions:*

<b>Level of Violation</b>	<b>Minimum Sanction</b>	<b>Maximum Sanction</b>
<b>Minor</b>	Disciplinary Warning	Disciplinary Probation
<b>Moderate</b>	Disciplinary Probation/Deferred Suspension/Removal from class	Suspension
<b>Major</b>	Suspension	Expulsion

*Possible Educational Sanctions:*

Counseling, community service, reflection/research paper, review relevant article, restitution, alcohol/drug education program, letter of apology, policy review paper, interview key staff members, anti-hazing workshop, risk management education, ethical decision making program, student success programs.

***3. Respect – NOVA students show respect for each other, for property and for all members of the College community.***

*Behavior that violates this value includes but is not limited to:*

Charge Code Number	Charge Code
3.01	Speech or behavior which threatens or endangers the health or safety of any person
3.02	Verbal abuse or bullying
3.03	Creating or contributing to an intimidating or hostile environment for any member of the NOVA community
3.04	Discriminatory harassment, including speech, actions or conduct which has the intent or effect of depriving a member of the community of educational access benefits or opportunities.
3.05	Physical Stalking, or cyber stalking, defined as repetitive, menacing pursuit, following harassment and/or interference with the peace and/or safety of a member of the NOVA community
3.06	Hazing as defined as the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group
3.07	Sexual misconduct, including but not limited to sexual harassment, non-consensual sexual conduct, or sexual exploitation.
3.08	Lewd or obscene conduct including but not limited to public urination, sexual acts performed in public, surreptitiously taking pictures of another person in a locker room or restroom or other location where privacy is expected, possession or distribution of child pornography, possession or distribution of any obscene materials, excessive use of profanity
3.09	Dating or domestic violence

*Possible Administrative Sanctions:*

Level of Violation	Minimum Sanction	Maximum Sanction
Minor	Disciplinary Warning	Disciplinary Probation
Moderate	Disciplinary Probation/Deferred Suspension	Suspension
Major	Suspension	Expulsion

*Possible Educational Sanctions:*

Counseling, community service, coordinate/attend multicultural program, reflection/research paper, review relevant article, restitution, policy review, interview staff member, letter of apology, attend sexual assault program, anti-hazing workshop, alcohol/drug education program, present to peers on selected topics

Students who have been suspended, permanently dismissed, or have withdrawn from a college while under investigation for an offense involving sexual violence under the college's sexual misconduct policy will have a notation stating either "Suspended/Dismissed for a violation of, or withdrew while under investigation for a violation of [the name of the College's] sexual misconduct policy" placed on their permanent records. Colleges may place a statement on the transcript, which shall state "Misconduct Dismissal." Students under investigation for sexual violence will have an XIT Service Indicator placed on their SIS record.

#### **4. Accountability – NOVA students are given and accept a high level of responsibility as role models.**

*Behavior that violates this value includes but is not limited to:*

<b>Charge Code Number</b>	<b>Charge Code</b>
<b>4.01</b>	Violations of campus and College emergency regulations, i.e. failure to comply with emergency evacuation procedures, tampering with fire protection apparatus, etc.
<b>4.02</b>	Failure to comply with the directions of NOVA officials, including campus police officers and others acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so
<b>4.03</b>	Use of alcoholic beverages including the purchase, serving, consumption, possession, or sale of such items on College property or any College sponsored event or activity; being under the influence of alcohol or other controlled substances on College property or any College sponsored event or activity (See complete alcohol and drug policy at <a href="http://www.nvcc.edu/current-students/police/college-safety">http://www.nvcc.edu/current-students/police/college-safety</a> )
<b>4.04</b>	Gambling or holding a raffle or lottery on the campus or at any College function without proper approval
<b>4.05</b>	Possessing, using, selling or distributing controlled substances (as defined by the College at <a href="http://www.nvcc.edu/current-students/police/college-safety">http://www.nvcc.edu/current-students/police/college-safety</a> )
<b>4.06</b>	Violation of federal , state or local laws

#### *Possible Administrative Sanctions*

<b>Level of Violation</b>	<b>Minimum Sanction</b>	<b>Maximum Sanction</b>
<b>Minor</b>	Disciplinary Warning	Disciplinary Probation
<b>Moderate</b>	Disciplinary Probation/Deferred Suspension	Suspension
<b>Major</b>	Suspension	Expulsion

#### *Possible Educational Sanctions:*

Counseling, community service, reflection/research paper, review relevant article, restitution, policy review, police ride along, alcohol/drug education program,

### **5. Academic Integrity – NOVA students exemplify honesty and integrity in all their academic work.**

Minor or moderate violations of academic integrity are handled by Academic Deans; major violations are referred to the Dean of Students for disciplinary action. See the Code of Academic Integrity for more complete information.

*Behavior that violates this value includes but is not limited to:*

Charge Code Number	Charge Code
5.01	Plagiarism – taking another’s work and claiming it to be one’s own
5.02	Falsification and Fabrication – providing misinformation about a source with the <i>intent to deceive</i> ; misrepresenting an author’s findings or conclusions.
5.03	Cheating – <i>intentionally</i> accepting and/or giving aid to oneself or another to gain a higher grade or other academic advantage

*Possible Administrative Sanctions:*

Level of Violation	Minimum Sanction	Maximum Sanction
<b>Minor</b>	Warning	Grade of U or F on the assignment
<b>Moderate</b>	Grade of U or F on the assignment	Grade of U or F for the course
<b>Major</b>	Suspension	Expulsion

*Possible Educational Sanctions:*

Reflection/research paper, online ethics seminar, online plagiarism tutorial

## **Conduct Process**

### **Step 1: Informal Resolution Meeting**

The Dean of Students will have an initial meeting with the student in order to determine whether disciplinary charges should be initiated. The Dean will advise the student of the allegation(s) and explain the student conduct process and clarify the student’s rights and responsibilities. Every effort will be made to resolve the matter by mutual agreement. Following the preliminary meeting the Dean will take one of the following actions:

1. If the student fails to appear, the dean may find the student responsible and impose sanctions.
2. If there is no basis for the allegation or if it does not warrant disciplinary action, the dean will dismiss the allegation.
3. If the student accepts responsibility, the dean will impose sanctions and no further hearing is required.

If the student does not accept responsibility, the dean will initiate formal disciplinary charges.

### **Step Two: Formal Hearing**

If formal charges are filed, the student, with the Dean’s concurrence, may choose one of two hearing options:

1. A formal administrative hearing by the Dean of Students; or

2. A formal hearing by a Student Conduct Panel.

### Hearing Process

At the hearing, the Dean of Students or chair of the panel will ask the student to respond to the charges. If the student admits responsibility for the charges, the student will be given an opportunity to explain any mitigating circumstances. If the student denies the charges, the hearing will proceed. The burden of proof rests with the complainant. The Dean of Students or the panel will determine responsibility by preponderance of the evidence (more likely than not). The hearing will be held whether or not the student attends.

The Dean of Students will impose sanctions on students found responsible for violating the Code of Conduct following the hearing. Prior to sanctioning, students found responsible may present no more than two written statements of mitigating factors or character references. Complainants may present a written impact statement. Written notification of the sanction will be sent to the students via the student's VCCS email account within ten business days following the hearing. Any sanction imposed at the campus level applies to the entire College. The College may extend deadlines at its discretion.

### Hearing Guidelines

The student must receive notice at least five business days before the scheduled hearing. Notice of the charge(s) and of the time and place of the hearing shall be sent to the student and all involved parties. Upon request, students will be allowed access to any and all known materials to be introduced by the College as evidence against them.

Hearings will be closed to the public and press. All proceedings and decisions will be confidential except as permitted or required by law. All decisions of the proceedings will be provided to the complainant and accused student as well as to College officials on a need-to-know basis. Hearings will be recorded.

Related information including names, contact information, and relevance of witnesses must be submitted to the Dean of Students, in writing, at least three business days prior to the hearing.

Students may submit a signed statement to the Dean of Students at least three days prior to the hearing, which includes any information or facts they wish to be considered in the review of the case, whether or not the student chooses to appear for the hearing.

The complainant and the accused student have the following rights:

1. To present an account of their involvement with the incident leading to the charge(s). The initial account must be presented in writing at least three business days in advance of the hearing.
2. To present information, witnesses, and evidence on their behalf. Witness statements and evidence must directly relate to the incident in question.
3. To question any witnesses or rebut any evidence presented at the hearing. The Dean or the chair of the panel may require that questions be submitted in writing.
4. To remain silent without assumption of responsibility.
5. To have an advisor at the hearing.
  - a. A student who intends to have an advisor present at the hearing must notify the Dean of Students, in writing, at least three days prior to the hearing. The notice must contain the advisor's name, contact information, and relationship to the student.
  - b. The advisor's role is not to represent the complainant or accused student. The advisor may not speak for the individual or ask questions of witnesses or complainants.
  - c. The advisor must agree to sign a confidentiality agreement.

### Student Conduct Panel

By the beginning of the fall semester, the Provost at each campus will appoint a pool of faculty, staff, and (when possible) students to serve on student conduct panels. For each individual hearing, the Provost will appoint three members from the pool to serve on the hearing panel; a panel may include no more than one student. The Provost



will designate one panel member to serve as the chair. The Provost has the option of appointing panel members from any campus.

All prospective panel members will be trained in the hearing processes; training will be coordinated by the Associate Vice President for Student Services and Enrollment Management with support from Human Resources. Members will serve for two years with the option to serve multiple terms with the Provost's approval. The role of the conduct panel is to listen to the incident details, ask questions, determine the facts, and review the evidence presented. The panel is tasked with rendering a determination of responsibility based on a preponderance of the evidence. In the event that the student is found responsible for the charge(s), the panel will recommend sanctions to the Dean of Students, who will make a final determination of sanctions and will formally inform the student and the panel members of the decision. Expulsions must be approved by the President of the College.

### *Step Three (if applicable): Appeal*

Appeals are not intended to be re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.

Appeals shall be made to the appropriate Administrative Council member:

1. Appeals for campus processes coordinated by the Dean of Students shall be made to the Provost of that campus.
2. Appeals for ELI processes coordinated by the ELI Director of Student Services shall be made to the Vice President for Instructional and Information Technology.
3. Appeals for Workforce Development processes coordinated by the Associate Vice President for Workforce Development shall be made to the Vice President for Workforce Development.
4. Appeals for multi-campus processes coordinated by the Associate Vice President for Student Services and Enrollment Management shall be made to the Executive Vice President.

### Appeal Guidelines

- Sanctions imposed will be in effect while the appeal process takes place. Exceptions may be made on a case-by-case basis when necessary for the integrity of academic programs.
- Requests for appeal must be submitted in writing and received within five business days of receiving the written notice of the decision. Appeals submitted by email must be sent from the student's VCCS email address and have "Student Conduct Appeal" as the subject line. Failure to submit a complete appeal packet within the allotted time will render the original decision final.
- The party requesting appeal must show error, as the original finding and sanction are presumed to have been decided reasonably and appropriately. The only grounds for appeal are as follows:
  - A procedural or substantive error occurred that significantly impacted the outcome of the hearing.
  - To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
  - The sanctions imposed are substantially disproportionate to the severity of the violation.
- The Administrative Council member reviews the request to see if it meets the limited grounds and is timely. The Administrative Council member may:
  - Find that the appeal is not timely or substantive and dismiss it. The decision is final.
  - Affirm the finding and sanction imposed in the original decision. The decision is final.
  - Affirm the finding and reduce, but not eliminate, the sanction. The decision is final.
  - Remand the case to the Dean of Students or the original panel for consideration of new evidence. The decision of the Dean of Students or panel is final. In rare cases where the procedural error cannot be resolved by the Dean or original panel, such as in cases of bias, the Administrative Council member may appoint a new panel to rehear the case. The results of the panel are final.

- A student who has exhausted the appeal process has no right to file a grievance related to the case

## Records

All records of the alleged violation and materials pertaining to and resulting from the hearing of the case will be retained by the College.

A recording of the hearing will become the property of the College. Students may review the recording at a college location upon request for up to thirty days after the hearing. Students may request a copy of the recording, but the College will charge for the copy.

Records will be retained for seven years except in the case of suspension or expulsion, which will become a permanent part of the student's record. When a student is deemed to present a significant threat to the College community, a notation will be placed in the Student Information System to prevent the student's registration at any VCCS college.

## Campus/ Center Maps & Directions

Maps and directions associated with NOVA's locations can be found at the following link:

<https://www.nvcc.edu/about/maps.html>.

The NOVA Clery Geography Map which is available online through a Google mapping interface (below link) shows the NOVA Campus / Center locations associated with statistical locations included in this Annual Security Report. The map highlights the On-Campus and Public Property Clery Geography for the Alexandria Campus, Annandale Campus, Loudoun Campus, Manassas Campus, Medical Education Campus, Woodbridge Campus, Innovation Park Center, Reston Center, Signal Hill Center, Reston Center, 7630 Little River Turnpike (Pitney Bowes Building/ Brault Annex), Arlington Center, ELI/Fairfax, Fort Myers-Henderson Hall, Fort Belvoir, and the Quantico Marine Base. Once on the page click on the button labeled "Campus & Center Map Boundaries" in the upper left hand side. To view the locations, use the mouse scroll or click on the [+|-] at the lower right corner of the map screen to zoom in/out, the On-Campus Clery reportable property is highlighted in orange and the Public Property Clery reportable property for each location is outlined in black and each location is pinpointed with a yellow drop.

NOVA Clery Geography Map Interface Link:

<https://www.nvcc.edu/police/clery/geography.html>

## Fire Safety Report

The Fire Safety Report is required of institutions when they have on-campus residential housing. In 2016 the Department of Education altered a Clery policy with the publication of *The Handbook for Campus Safety and Security Reporting 2016 Edition*. This policy changed the interpretation of "reasonably contiguous" to include any NOVA location that is within one mile of campus to be considered as on-campus property. Therefore, because of a NOVA international student program initiative hotel rooms next to the Woodbridge Campus were utilized for student housing during the months of January, February, and March of 2017 which made them temporarily On-Campus Student Residential Housing.

To maintain compliance will require the Woodbridge Campus to report statistics in the 2018 Annual Security Report (ASR) for the 2017 calendar year under the residential housing Clery geography category and for the 2016 Annual Security Report to publish a Fire Safety Report and Missing Person's Guide which will also be included within the 2018 ASR. In this instance the students stayed in the Homewood Suites at 2650 Neabsco Common Pl., Woodbridge, VA which is adjacent to the NOVA Woodbridge Campus. With the occupation of Homewood Suites, NOVA deferred to the already established fire safety policies and procedures of that location.

### Definitions

**On-Campus Student Housing:** is a student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous (to include up to one mile) area that makes up the campus.

**Fire:** is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Cause of Fire:** is defined, as the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire-related injury:** is defined as any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

**Fire-related death:** is defined as any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

**Value of property damage:** is defined as the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**Fire Safety System:** is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Fire Drill:** is defined as a supervised practice of a mandatory evacuation of a building for a fire.

### Fire Incident Reporting

Students, faculty, and staff are instructed to call 703-764-5000 or 911 to report a fire emergency. Non-emergency notification should still be made to the NOVA police at 703-764-5000 to ensure that all fire statistics can be included within the Fire Safety Report.

Students staying in the residential housing were encouraged to call 911 for all fire emergencies to activate assistance from Prince William County. Prince William County Public Safety Communications uses Pulsepoint and other communications methods to notify responsible College authorities of reportable fire incidents.

### Student Housing Fire Statistics\*

Date	Location	Address	Cause	Damage Amount	Injury	Deaths
No On Campus Student Housing in 2016/2015/2014						

\*NOVA Woodbridge Campus had On-Campus student housing at an adjacent hotel from January through March of 2017.

### On-Campus Student Housing Fire Safety Systems 2017\*

Building	Area/Campus	Total Fires 2016	Fire Extinguishers	Smoke Detectors	Manual Pull Stations	Fire Suppression	Central Fire Alarm System	# Fire Drills
Homewood Suites 2650 Neabsco Common Pl., Woodbridge, VA. 22191	Woodbridge Campus	Location not in use for 2016	Yes	Yes	Yes	Yes	Yes	As required

\*NOVA Woodbridge Campus had On-Campus student housing at an adjacent hotel (Homewood Suites 2650 Neabsco Common Pl., Woodbridge, VA 22191) from January through March of 2017. The following link is for the Homewood Suites location:

<http://homewoodsuites3.hilton.com/en/hotels/virginia/homewood-suites-by-hilton-woodbridge-MNZWBHW/index.html>

## Residential Fire Safety Tips

A few tips to keep your space fire safe:

- Locate your room's evacuation plans, learn them and evacuate the building every time the fire alarm goes off
- Familiarize yourself with the locations rules and know what items are permitted and what items are prohibited
- If you discover a fire or smell smoke, activate the building fire alarm by pulling the nearest manual pull station
- Check your room door before opening by using the back of your hand. If the handle is hot, do not open the door
- Check for smoke and fire outside your window. If safe to do so, open your window and hang a sheet outside to alert emergency response personnel to your location
- If your clothes catch on fire, STOP, DROP, and ROLL wherever you are, Cover your face and roll from side to side until the flames are out
- If you have a disability (permanent or temporary) that could impede your ability to evacuate, make sure to speak with your location's contacts about alternative arrangements for evacuating

## Cooking Safety

- Read and follow food product preparation instructions prior to beginning to cook, (e.g., microwave popcorn or microwave macaroni and cheese)
- Never leave oven, stove, or microwave unattended while in use
- Clean appliances and cookware frequently to prevent the buildup of grease and grease byproducts
- Turn on overhead exhaust fan prior to cooking to reduce the potential for smoke
- Prepare food to designated safe temperatures prior to eating. See the following chart for types of food and appropriate temperatures
- Visit [www.foodsafety.gov](http://www.foodsafety.gov) for more information

## Residential Fire Safety Policies and Procedures

### Electrical Appliances

Many electrical appliances are permitted; however, because of the nature of hotels, some electrical appliances and other items are not permitted because of their associated fire hazard. For an up-to-date listing of which appliances are permitted and which items are prohibited, please visit Homewood Suites website at <http://homewoodsuites3.hilton.com/en/hotels/virginia/homewood-suites-by-hilton-woodbridge-MNZWBHW/index.html>.

### Open Flames

- Students may not, under any circumstances, attempt to ignite material to create a fire or facilitate the growth of an existing fire. Such incidents will be investigated as arson and the responsible individual(s) will be subject to strict disciplinary action by the College as well as criminal prosecution.
- For up-to-date information regarding open flames please visit Homewood Suites website at <http://homewoodsuites3.hilton.com/en/hotels/virginia/homewood-suites-by-hilton-woodbridge-MNZWBHW/index.html>.

## Smoking

Homewood Suites has a NO smoking policy in all of its buildings.

## Inspections

### Virginia State Fire Marshal Inspections

The Homewood Suites location did not fall under the authority of the Virginia State Fire Marshal.

### Prince William Fire Marshal Inspections

Prince William County conducts inspections on Life-safety systems as required by the SFPC.

### Inspection Process

Prince William County and Homewood Suites are responsible for all inspections which are usually conducted when the rooms are not in use or occupied by guest.

## Emergency Evacuations

The Statewide Fire Prevention Code requirements are defined in Section 408.8.2 and are as follows: Upon discovery of a fire or suspected fire, hotel, motel, and dormitory employees shall perform the following duties:

- Activate the fire alarm system, where provided
- Notify the public fire department by calling 911
- Take other actions as instructed or as posted
- Do not use elevators during a fire or evacuation
- Assist individuals with special needs and those unfamiliar with evacuation procedures.
- Exit the building by way of the nearest exit
- Assemble at the designated assembly area and await further instruction from emergency response personnel
- Report missing persons to emergency response personnel.
- Do not re-enter the building until authorized

408.8.3 Fire Safety and Evacuation Instructions: Information shall be provided in the fire safety and evacuation plan required by Section 404 to allow guest to decide whether to evacuate to the outside, evacuate to an area of refuge remain in place or any combination of the three.

### Designated Assembly Areas

Designated assembly areas are to be utilized when a building has been evacuated. These designated areas are a safe distance from the building, and keep building occupants safe while allowing emergency response personnel to access the building. In the event that a designated assembly area is inaccessible or inappropriate for the current situation, the following guidelines should be taken into consideration when choosing a more appropriate place. The assembly area should be:

- at least 200 feet away from the building
- upwind from the building to avoid any possible smoke/fume inhalation
- sheltered, if possible, to protect against the elements

- away from fire lanes or other areas that must remain unobstructed to allow emergency response personnel and vehicles access to the building
- 408.8.3 Evacuation from the hotel is not the only option

### Individuals with Disability

Persons with a disability may have difficulty evacuating a building without assistance. Individuals who have a mobility challenge and are unable to exit the building should proceed to an Area of Assistance to await aid from emergency response personnel. Persons with a disability should attempt to coordinate with an evacuation assistant to receive the proper assistance necessary to remain safe.

If they don't have an evacuation assistant with them, they should attempt to make contact with emergency response personnel and relay to them what their location is any other pertinent information.

### Evacuation Plans

Evacuation Plans are maps that designate primary and alternate routes of evacuation and assembly areas. Evacuation Plans designate the location of automatic external defibrillators (AEDs), if available, fire extinguishers, and fire alarm pull stations. Evacuation Plans are posted throughout the building. Evacuation Plans are reviewed and updated as needed. NOVA's Office of Emergency Management and Safety provides an Emergency Guides that outlines building evacuation procedures to assist individuals.

In relation to the Homewood Suites rooms, VSFPC Section 408.8.1 Evacuation Diagrams: A diagram depicting two evacuation routes shall be posted on of immediately adjacent to every required egress door from each hotel, motel, or dormitory sleeping unit.

### Fire Drills

VSFPC Section 405.2 Frequency and Table 405.2 Occupancy Group R-1 frequency quarterly on each shift with participation by all employees. This does not mandate any fire drills involving occupants.

### Programs and Training

Student training in fire safety is provided at the beginning of the Semester by their instructors, should the instructors utilize the links and syllabus inserts provided by the Office of Emergency Management and Safety.

### Disclaimer

The information in this Annual Security Report is accurate upon the publishing but due to potential changes in law, policies, and other factors, please visit the appropriate NOVA website page to ensure the most recent policy information is obtained.