

# VIRGINIA UNION UNIVERSITY



## 2019 Annual Security and Fire Safety Report

Virginia Union University has prepared this report in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.



## A Message from the Chief of Police



On behalf of the dedicated professionals of the Virginia Union University Police Department, it is my pleasure to provide you with the 2019 Annual Safety, Security and Fire Reports. The Virginia Union University Police Department is committed to providing a safe and secure learning environment for students, faculty, employees, and visitors. The safety and comfort of our students, faculty, employees, and visitors are our principal priority. We are committed to developing collaborative relationships for the enhancement of our entire university community, as safety and security is everyone's responsibility. Community partnering is principal to the academic success of our students. The University takes measured to ensure a safe campus environment, but it is essential to keep in mind that a

level of responsibility for crime prevention and personal safety also rests with each individual.

The Virginia Union University Police Department embraces the principles of collaboration and community policing with academic, administrative and urban organizations through; (1) protection of life and property, (2) crime and fire prevention and lastly, (3) parking and traffic system safety. The Virginia Union University Police Department stands ready to serve the needs of the University community. If you need our assistance, please let us know. We will do our very best to provide you with the service that you would expect from a professional law enforcement agency.

Cordially,

*Clarella LaMeshia Thomas*

Chief of Police  
Director of Public Safety

## **VIRGINIA UNION UNIVERSITY 2019 ANNUAL FIRE AND SAFETY REPORT**

Safety on the university campus is a natural source of concern for parents, students, and university employees. Virginia Union University and the surrounding area are perceived to and do have a relatively low crime rate; however personal safety is dependent on every individual taking personal responsibility for him or herself, as well as for the community-at-large. This Annual Fire Safety Report is published and distributed by Virginia Union University Police in partial compliance with the Clery Act (formerly the Campus Security Act of 1990 and the Higher Education Act of 1965 (HEA) as amended by the Higher Education Opportunity Act of 2008 (HEOA). It contains fire safety information about on-campus student housing facilities including fire statistics, fire safety systems, fire drills, evacuation procedures, fire safety rules, fire safety education and training policies, fire reporting procedures, and plans for future fire safety improvements.

Virginia Union University crime statistics are available on the Virginia Union University website: [http://www.vuu.edu/campus\\_police/annual\\_security\\_report.aspx](http://www.vuu.edu/campus_police/annual_security_report.aspx). A log containing the nature, date, time, and status of crimes is available for review by the public at Pickford Hall room G-7 on the campus of Virginia Union University. Requests for inspection of police logs will be honored within one business day. Statistics regarding disciplinary incidents are available from the Office of Student Integrity and Conduct. For questions or further assistance, please contact the Office of Honor and Judicial Programs (804) 257-5633 or the VUU Police Department (804)257-5777. A copy of the Annual Security and Fire Report will be available upon request.

Virginia Union University is actively engaged to ensure the safety of its students, employees, and visitors. Virginia Union University has a professionally trained and supervised police force and residence life staff, as well as students and employees themselves, all share in the responsibility of making the Virginia Union University campus a safe place to study, work, live, or visit. Students, as members of the Virginia Union University community, are encouraged to report crimes, conduct violations, and incidents in a manner consistent with the expectations of the honor system. Emergencies, crimes, or suspicious activity should be reported immediately to VUU Police and, or when applicable, to any faculty, staff or Residential Life staff members. Anonymous crime reports or suspicious activity may be made through the VUU Police website:

<https://www.vuu.edu/about-vuu/university-police/vuu-anonymous-tip-line> Also, information can be reported confidentially to police officials. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and the Virginia Union University Community. With such information, the University can keep an accurate record of the number of incidents involving students or staff, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and if necessary alert the campus community to potential danger. Reports filed in this manner will be counted and disclosed in the annual crime statistics for the institution. The Virginia Union University Police Department encourages anyone who is the victim, witness or otherwise made aware of a crime to, by whatever means, promptly report the incident to the VUU Police.

### **Police Protection**

Virginia Union University provides full-service police protection to the campus community through its police department. The jurisdiction of the university police includes, but is not limited to, a core campus of 84 acres and 25 buildings. The Virginia Union University Police Department (VUUPD) is a professional law enforcement agency comprised of ten (10) sworn law enforcement positions, two (2) security officers and one (1) support staff. Sworn positions consist of Chief of Police, Deputy Chief of Police, Lieutenant, two (2) Sergeants, Investigator, and four (4) Police Officers. The department currently deploys 12-hour shift rotation: All patrol officers are assigned to Evening and Midnight shifts. This shift deployment is designed to have increased law enforcement coverage during peak hours. All University Police Officers receive mandated Department of Criminal Justice Services (DCJS) training through the state criminal justice programs and specialized training in such areas as crime prevention, AED/CPR, first aid, firearms, evidence gathering, defensive tactics, substance abuse recognition, and sexual assault issues.

In addition to primary assignments, VUU police officers' conduct a variety of crime prevention programs on topics such as self-defense, securing personal property, proper behavior, and substance abuse as part of the University's crime prevention efforts. Officers have jurisdiction and are required to conduct and document frequent and random checks of all campus properties to include academic, administrative and support buildings, residence halls, university-

managed housing locations, parking areas, athletic facilities, and the contiguous community. The Virginia Union University community is encouraged to protect their personal property by keeping items secured, maintaining a detailed inventory of valuable items, maintaining adequate personal insurance and marking their property. You are encouraged to engrave an easily identifiable number on your valuables, (ex: VA123456789). Do not use your social security number.

For more information on requests for crime prevention programming on campus please contact Officer Tamora Marshall [TLMarshall@VUU.edu](mailto:TLMarshall@VUU.edu)

### **Personal Safety Tips**

- Trust your instincts, and if something does not feel right, it's probably not.
- Avoid working or studying alone in a building or any unsecured location at night.
- Do not walk alone after dark.
- Lock your car when you get in or out of it.
- Inspect your car in and alongside it before you get in.
- Park in a well-lit parking lot or under a street light.
- If you have car problems raise the hood; remain inside and use your cell phone to call for assistance.
- Be wary of strangers; call the police if you feel threatened.
- Place your property in the trunk of your car; keep it out of sight.
- When returning to your vehicle, scan the area, carry keys in your hand, unlock the door and get in quickly, and lock yourself inside.
- Lock and secure your personal property.
- Develop an alert posture.
- Carry a whistle or other noisemaker to use in an emergency.
- Stop frequently and look around.
- Carry a sound-making device and a small flashlight.
- When entering a deserted parking lot, do not be embarrassed to make an audible sound, and shine the light. This will frequently discourage an attacker.
- Try to give the appearance that you are alert. Even if it's cold, rainy or windy, keep your head up and look around. Attackers target those people they think are weak and unsuspecting.
- Be careful in providing assistance to strangers who approach you; often they intend to steal from you or harm you.
- Sign up for the emergency text message alerts and heed warnings when issued.

### **Missing Persons**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should *immediately* notify the Virginia Union

University Police Department at **804-257-5777**. The Virginia Union University Police Department will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Virginia Union University Police Department determine that the student is missing and has been missing for more than 24 hours; the Virginia Union University Police Department will notify the student's confidentially identified missing person contact, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Virginia Union University Police Department will notify the student's parent or legal guardian immediately after making the determination that the student has been missing for more than 24 hours. As required by law, the Virginia Union University Police Department will inform the City of Richmond Police Department of any missing student to inform them that the Virginia Union University Police Department has conducted an initial investigation and has determined that a student is missing. This notification will be made no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Virginia Union University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so through the Silent Witness web site <https://www.vuu.edu/about-vuu/university-police/vuu-anonymous-tip-line>. This confidential contact information will be accessible to authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation.

### **Campus Security Authorities**

For the purpose of collecting and classifying incidents of crime, the University's Campus Security Authorities (CSAs) include the following individuals or offices:

- Dean of Students and their professional staffs
- Academic advisers in all divisions
- Student organization advisers
- Housing & Residence Life staff
- Athletic coaches
- Sport club advisers
- Campus Police and security

CSAs have a legal obligation to notify the University of any Clery Act crimes that were conveyed to them. While CSAs must report any Clery Act crime that comes to their attention, at the request of the victim(s), identifying information may be excluded from the report (e.g., names, initials, contact information, etc.). According to the Clery Act, pastoral and professional counselors, when acting as such, are not considered CSAs. Nevertheless, they are encouraged, if and when deemed appropriate, to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

## **Sexual Assault and Prevention**

### **Sexual Assault/Sex Offenses**

Sexual misconduct is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; attempted forcible sodomy without permission; or sexual penetration with an object or finger without consent. Lack of consent occurs when the acts are committed either by force or intimidation or by taking advantage of the victim's mental incapacity or physical helplessness.

Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear/explicit permission regarding willingness to engage in (and the condition of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

**Dating violence:** The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following

factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** The term “stalking” means engaging in the course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Virginia Union University Police Department investigates all sexual assaults reported to the police department. Officers are regularly on call and capable of responding at any time. Once reported to the police, officers, or a detective respond, investigate, and make applicable criminal charges based on evidence collection and survivor/witness statements. The Virginia Union University Police Department works closely with other area law enforcement personnel and other university departments to ensure that appropriate support services are made available and utilized when necessary. The survivor of a sexual assault may also choose to file a report with the Title IX or Deputy Title IX Coordinator, or the Department of Human Resources.

The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Union University student. Virginia Union University also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense. Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have

survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not the survivor's fault, and there is help available.

The Virginia Union University Police Department is available and ready to assist if needed. The Virginia Union University Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. Responsiveness to the needs of crime survivors is a department priority.

### **If Sexual Assault Happens to You**

Contact the police for assistance and information or to report the incident. The Virginia Union University Police Department should be contacted for on-campus incidents, and the local police should be contacted for off-campus incidents. The Virginia Union University Police Department will assist the survivor in contacting the correct law enforcement agency if requested.

- Go to the Virginia Commonwealth University Health System Emergency Room, located at 1220 N. Marshall Street. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute. The
- Virginia Commonwealth University Health System Hospital offers the services of Sexual Assault Nurse Examiners (SANE).
- If possible, do not change your clothes, shower, eat, or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Seek counseling from the Virginia Union University Counseling Center or a private counselor. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Virginia Union University Counseling Center, or the Office of the Provost about academic relief. The Office of Vice President of Academic Affairs will also assist in changing academic and living situations after an alleged sexual

assault incident, should the survivor request such assistance and such changes are reasonably available.

- Remember that it is never too late to deal with a sexual assault and that you can heal from this significant trauma. People are ready and able to help you, but they cannot if you do not ask.

### **Medical Care**

As mentioned above, survivors of very recent assaults should go to the emergency room of the Virginia Commonwealth University Health System for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Female survivors may prefer to see a female physician and should request one if that will increase their comfort, though in the emergency room that may not always be possible.

### **Counseling Options**

Students coping with a sexual assault have at least seven (7) counseling options that are free of charge.

- VIRGINIA FAMILY VIOLENCE & SEXUAL ASSAULT 24-HOUR HOTLINE 1-800-838-8238
- NATIONAL DOMESTIC VIOLENCE HOTLINE 1-800-799-7233 (SAFE) | TDD: 1-800-787-3224
- VAWnet.org, The National Online Resource Center on Violence Against Women
- YWCA of Richmond, 804-612-6126
- LGBTQ Partner Abuse and Sexual Assault Helpline, 1-800-356-6998
- Virginia Union University - Office of Enrollment Management, 804-257-5875
- Virginia Union University - Office of Counseling Service, 804-257-5874
- Virginia Union University – Office of the Vice President for Academic Affairs, 804-257-5606

One (1) of those options is on-campus, located in the Henderson Student Center, 2<sup>nd</sup> Floor. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivor's.

## **Victim Rights**

### **Rights as a Crime Victim**

As a victim of or witness to a crime, you have the rights under Virginia's Crime Victim and Witness Rights Act. You have the right to request information on protective orders, information on obtaining warrants, and information on the criminal justice process. You have the right to be notified of changes in court dates, significant case developments, the defendant's custody status and bond conditions and the opportunity to prepare a Victim Impact Statement. You have the right to receive assistance with obtaining a protective order, referrals to local resources and receiving intercession services with your employer. A summary of the Virginia Crime Victim and Witness Rights Act can be found at

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/victims/summary-virginias-crime-victim-witness-rights-act.pdf>

### **Legal and Judicial Options**

Sexual assault survivors have four options from which to choose: filing criminal charges, filing campus judicial charges, requesting an administrative investigation, and filing a civil suit for monetary damages. Survivors are not limited to just one of these options but can choose any combination, including filing all three types of charges. Below is a brief description of each kind of judicial process.

### **Title IX Coordinator**

Virginia Union University's Director for Human Resources serves as the university's Title IX Coordinator. This position is responsible for overseeing administrative investigations in compliance with Title IX requirements and may be contacted by calling **(804)257-3939**. Incidents involving sexual assault or sexual harassment, and those involving domestic violence, dating violence, and stalking may trigger the university's Title IX or Title VII obligations. Such incidents are reported to the Director for Human Resource and Title IX Coordinator.

In response to Violence Against Women Act (VAWA) and recent guidance for the Department of Education/Office for Civil Rights (OCR), the Office of Human Resource along with other stakeholders across campus will take a holistic approach to updating policies and procedures and continuously provide training, education and outreach to the VUU community. We are proceeding as follows with policy updates, updating our procedures, and providing training outreach and education. The President and the Board of Trustees have final authority for the approval of policies.

### **Title IX Rights of Complainant**

**The following is a summary of the rights of student complainants, regardless of the status of the respondent (student, employee, or a third party).**

- a) If a crime has been alleged, you have the right to file a complaint with the police department;
- b) In addition to a criminal complaint, you have the right to have your complaint investigated by the Title IX Coordinator.
- c) You have the right *not* to participate in any portion of the Title IX process; if you do not wish to participate, that decision does not relieve the institution from its responsibility to provide a reasonable response according to university policy and Title IX guidance;
- d) If you decide to participate, you have the right to present witnesses and evidence during the Title IX investigation and/or hearing process;
- e) If you decide to participate in the process, you have the right to request confidentiality.
- f) The Title IX Coordinator will consider your request to determine whether or not the university may honor your request while still providing a safe and nondiscriminatory environment for all students; honoring your request may limit the university's ability to respond adequately to the incident; including pursuing appropriate disciplinary action against the alleged perpetrator.
- g) If you are an individual with a disability, you have the right to request reasonable.
- h) accommodation throughout the investigation process; You have the right to receive updates regarding the status and progress of the Title IX investigation and/or hearing.

- i) You have the right to a prompt, adequate, reliable, and impartial Title IX investigation of the complaint and the U.S. Office for Civil Rights presumes a typical investigation may be completed within 60 calendar days following receipt of the complaint.
- j) You have the right to the preponderance-of-the-evidence standard of proof throughout the investigation and/or hearing process.
- k) You have the right to have an advocate present during any interview throughout the Title IX investigation and/or hearing process.
- l) You have the right to have an attorney with you during a student conduct hearing and if a school permits one party to have an attorney present, it must do so equally for both parties.
- m) You have the right to be notified, in writing, about the outcome of the complaint and any rights to appeal.
- n) You have the right not to abide by a non-disclosure (or confidentiality) agreement, whether such an agreement is verbal or in writing.
- o) You have the right to be protected against retaliation. You should report complaints of retaliation to the Title IX Coordinator.
- p) Information regarding the Student Conduct Code may be found in the Student and book for 2014-15. Copies can be obtained from the Office of Enrollment Management.
- q) Additional information regarding Title IX may be found here: U. S. Department of Education, Office for Civil Rights, Washington, D.C. 20202-1328.  
<http://www2.ed.gov/about/offices/list/ocr>
- r) If you want to learn more about your rights, or you would like to file a complaint with the U.S. Department of Education, Office for Civil Rights, you may contact them by phone at (800) 421-3481; or you may visit its website at <http://www2.ed.gov/about/offices/list/ocr>

### **Title IX Contact Information**

Mrs. Kendra Mayers - Title IX Coordinator  
Virginia Union University  
C. D. King Building-2<sup>nd</sup> Floor  
804-257-3939

### **Emergency Notification**

Virginia Union University is committed to the immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation involving an

immediate threat to the health and safety of students, staff or visitors occurring on campus, 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. The Virginia Union University Police have the responsibility for emergency notification activations upon confirmation that a credible, imminent and/or verifiable threat, has, is, or likely will occur. The activation of the system resides with the Chief of the Virginia Union University Police or the senior Law–Enforcement supervisor on duty at the time of the event. If time allows, the decision to activate may be the result of the collaboration between the senior police official and others to include the President, the President’s designee, or in conjunction with senior University Administrators.

## **Timely Warning Policy**

### Statement

It is the responsibility of the University Police to notify the University community in a timely manner when a reported crime occurs on or near the University campus which represents an ongoing threat to the University community.

### Purpose

To outline a process that ensures that the University community is notified promptly with accurate information in the event of reported crime in which there could be an ongoing threat to the community or additional incidents in the future.

### WHO SHOULD READ THIS POLICY

VUU Students, Faculty, Staff, Visitors

### Related Documents

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

## Definitions

### *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*

This Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Jeanne Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs. Additionally, the Clery Act requires timely notification to campus members whenever a crime represents an ongoing threat to the safety of students or employees.

### *Timely Warning*

The timely warning is triggered when the Virginia Union University Police identify a reported crime that poses an ongoing threat to students, faculty employees, and guests. The decision to inform the community shall be based upon the known facts of an incident. The President of Virginia Union University or designee, in consultation with the Chief of Police, will decide whether to inform the VUU community of possible ongoing criminal behavior and/or other events that may present a constant threat or risk to members of the University community. Such timely warning provides an opportunity for individuals to take reasonable precautions for their safety. Crimes that occur outside of the “core campus geography” will be evaluated on a case by case basis. If there is ongoing threat information will be posted on the VUU Home web page or a text alert will be sent so that students, faculty, and staff are aware and that reasonable precautions can be taken for their safety.

### **Timely Warning Incidents**

The University community will be notified of crimes that represent an ongoing threat to students and employees. They may stem from reports to University Police or other state or local agencies. Those crimes that prompt a timely notification could include, but are not limited to:

- Murder
- Non-Negligent Manslaughter
- Forcible Sexual Offenses
- Robbery
- Aggravated Assault
- Arson
- Burglary

## **Procedures**

### **Emergency Notification Process**

1. The Chief of Police or the senior police officer on duty will inform the VUU President or designee of any crime that may pose an ongoing threat to the personal safety of students, staff, patients or visitors.
2. The VUU President or designee, in consultation with the Chief of Police, and the Chief of Staff-Director of Public Relations will determine whether the crime requires a timely warning, and will promptly notify the VUU communities of the:
  - a) Nature of the crime or immediate threat;
  - b) Location, date and time of the crime;
  - c) Description of any suspect(s);
  - d) Action recommended for University members;
  - e) Crime prevention information, and;
  - f) Contact number for the VUU Police Department

The timely warning is distributed by the VUU Information Technology Department and the VUU Police Department.

### **VUU Notification System**

In notifying the VUU community, one or more of the following communication channels may be employed as appropriate:

- An *e-mail* message sent with more detailed information to everyone with a VUU e-mail account.
- Posting on the *VUU Website* at [http://www.vuu.edu/title ix and clery act compliance.aspx](http://www.vuu.edu/title_ix_and_clery_act_compliance.aspx) which will be updated

regularly with information and instructions about how to respond in an emergency situation.

- *Text messaging and local media outlets* which are the primary communication channel for any closings and delays for inclement weather.

### **Daily Incident Log**

The VUU Police Department will maintain an Incident Log in the VUU Police Department office, which is available for public review daily. The log will include the nature, date, time, and general location of the incidents reported, as well as the disposition of the complaint if that is known at the time the log is created. The VUU Police Department reserves the right to exclude crime report information from the log in circumstances where the posting may compromise ongoing police operations. Faculty, staff, and students are encouraged to review the Incident Log periodically to become more familiar with the types and locations of incidents that may impact Virginia Union University.

### **Smoke-Free Campus Policy**

Virginia Union University is a Tobacco and Smoke-Free Campus, committed to providing a healthy environment on campus. In October of 2017, the University received a grant to be designated as a tobacco and smoke-free campus. “Tobacco Products” are defined as cigarettes, cigars, pipes, vaporizers “Vapes,” all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes. VUU prohibits the use of Marijuana and Black & Milds under its smoke and drug- free policies.

### **Fire Safety**

The **National Fire Protection Association (NFPA)** ([www.nfpa.org](http://www.nfpa.org)) suggests that all students, staff, faculty, and visitors be prepared in the event of a fire on campus. If you hear a

fire alarm, leave immediately. Close doors behind you as you go. Know where the fire exits and fire extinguishers are located. Do not damage or hang anything from sprinkler pipes or nozzles.

### **Reporting Fires**

In the event of a fire emergency, immediately sound the fire alarm and dial 911.

All fires that occur in on-campus housing facilities must be reported. This includes those fires that have already been extinguished such as a trash can fire, oven or microwave fire, grease fire on a stove, flame coming from an electric extension cord, etc. These are fires for which you are unsure whether University Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, contact University Police at (804) 257-5777. When calling, please provide as much information as possible about the location, date, time and cause of the fire.

### **Fire Safety Tips (NFPA)**

- Look for a home or apartment with a complete sprinkler system when choosing a dorm or off-campus housing.
- Make sure you can hear the building alarm system when you are in your dorm room
- If you live in a dormitory, make sure your sleeping room has a smoke alarm.
- If you live in an apartment or house, make sure smoke alarms are installed in each sleeping room, outside every sleeping area, and on each level of the apartment unit or house. For the best protection, all smoke alarms in the apartment unit or home should be interconnected so that when one sounds, they all sound.
- Test all smoke alarms at least monthly.
- Never remove batteries or disable the smoke alarm.
- Learn your building's evacuation plan and practice all drills as if they were the real thing
- Make sure you can hear the building alarm system when you are in your dorm room.
- If you live off-campus, have a fire escape plan with two ways out of every room.
- When the smoke alarm or fire alarm sounds, get out of the building quickly and stay out.
- Check your school's rules before using electrical appliances in your room.

### **Building Fire Survival Information**

- **Feel the Door before Opening** – Before opening any doors, feel the metal doorknob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or smoke is present, close the door and stay in the room.

- **If You Get Trapped** - Keep the doors closed and seal cracks and vents if smoke comes in. If you are trapped in a room and there is no smoke outside, open the windows. Lower the top to let heat and smoke out and the bottom to let fresh air in.
- **Signal for Help** – Hang an object in the window such as a towel or jacket to attract the attention of the fire department. If you have a phone, dial 911 and report that you are trapped and provide room number or location information.
- **Drop and Roll** – If your clothes catch on fire, immediately stop, drop and roll to smother the flames.
- **Fire Extinguishers** – Fire extinguishers are placed in university buildings in accordance with state requirements. It is university policy that everyone evacuates the building during a fire emergency. Only individuals that are trained in the use of fire extinguishers may voluntarily choose to fight a fire if the fire is very small. If the fire extinguisher does not put out the fire, leave immediately.

### **Fire Watches**

Whenever it is brought to the attention of the staff of residential buildings or departmental personnel that the fire alarm or sprinkler system is inoperable or has been placed out of service, a fire watch shall be established.

- Responsible personnel (residential staff, security personnel, etc.) shall be assigned to the fire watch.
- The entire building shall be toured at least one time during each hour of the fire watch.
- The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

### **Safety Inspection for On-Campus Student Housing**

Students are required to maintain their rooms according to health, fire, safety and maintenance standards set by the state and University policy. Regularly scheduled inspections of the students' rooms and adjoining bathrooms are conducted by the housing staff. Inspections allow our staff to make sure the room is in good condition and ensure that living guidelines are being adhered to (especially outlet use, adhesives on walls, and smoke detectors). Any violations observed will be confronted, and if necessary, referred through judicial procedures.

## **Evacuation Procedures for On-Campus Student Housing Facilities**

Resident students receive training on fire evacuation procedures. When resident students discover a fire, they are instructed to:

- Sound alarm and dial 911
- Close all doors and windows in the immediate area
- Do not use elevators
- Vacate the building as quickly and orderly as possible

When resident students hear the fire alarm, they are instructed to:

- Awaken roommates and inform them of the alarm
- Close windows and turn off all electrical appliances
- Put on shoes, and a coat
- Vacate the building as quickly and orderly as possible
- Do not use elevators
- Do not call the University switchboard

## **Drug and Alcohol Prevention Program**

In accordance with the requirements of the Drug-Free Schools and Campuses Act of 1989 and the Campus Security Act of 1990, institutions must publish a Biennial Review Report containing information on campus alcohol and drug policies, programs and standards related to its institution. The Virginia Union University – Drug and Alcohol Prevention Program, Biennial Review Report 2010-2014 is distributed annually to every student; employee will be distributed in paper format upon request. Access this report at

[http://www.vuu.edu/title\\_ix\\_and\\_clery\\_act\\_compliance.aspx](http://www.vuu.edu/title_ix_and_clery_act_compliance.aspx).

## **State Sex Offender Registry**

The Campus Sex Crimes Prevention Act of 2000 mandates that institutions of higher education alert faculty, staff, and students where they can obtain information concerning registered sex offenders that may frequent a campus. Access this information at [www.sex-offender.vsp.virginia.gov/sor](http://www.sex-offender.vsp.virginia.gov/sor). This site allows users to query registered convicted offenders in the Commonwealth of Virginia.

## **Emergency and Campus Police Telephone Numbers**

**(804) 257-5777** is the Virginia Union University Police Department Emergency telephone number. 911 is also available from any campus phone or cell-phone and is answered by the City of Richmond, Virginia Emergency Operations Center who will immediately contact the university police for emergencies occurring on campus or at any of the off-campus controlled properties. The emergency number below can be used when fire, police, medical or emergency response is required, but the use of **911** is strongly encouraged when immediate assistance (i.e. sick, injury) is required during emergencies.

<b>EMERGENCY ON CAMPUS</b> _____	<b>804-257-5777</b>
<b>EMERGENCY OFF CAMPUS</b> _____	<b>911</b>
<b>City of Richmond Police non-emergency</b> _____	<b>804-646-5100</b>
<b>County of Henrico Police non-emergency</b> _____	<b>804-501-5000</b>
<b>County of Chesterfield Police non-emergency</b> _____	<b>804-748-1251</b>
<b>VCU-MCV Hospitals</b> _____	<b>804-828-9000</b>

**OTHER IMPORTANT TELEPHONE NUMBERS**

Assistant Vice President for Enrollment Management (804) 257-5865

VUU Counseling Center (804) 257-5874

VUU Office of Residential Life (804) 257-5689

Dean of Students (804)257-5875

## Crime Statistics

### Criminal Offense - On Campus

Criminal Offense	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	1	2	0
d. Sex offenses - Non-forcible <b>(Include only incest and statutory rape)</b>	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	0	4	4
g. Simple assault	19	13	10
h. Burglary	1	0	0
i. Motor vehicle theft	0	0	1
j. Arson	0	0	0
k. Grand larceny	15	15	14
l. Petit larceny	7	20	13
m. Damage property	18	11	9
n. Hate crimes	0	0	0

### Criminal Offenses - On campus - Residence Halls

Criminal Offenses	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	2	0	0
d. Sex offenses - Non-forcible <b>(Include only incest and statutory rape)</b>	0	2	0
e. Robbery	0	2	1
f. Aggravated assault	0	2	0
g. Simple assault	4	1	18
h. Burglary	1	0	1
i. Motor vehicle theft	0	1	0
j. Arson	0	0	0
k. Grand larceny	15	14	14
l. Petit larceny	20	13	43
m. Damage property	11	9	23
n. Hate crimes	0	0	0

### Criminal Offenses – Off-campus

Criminal Offense	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-Forcible <b>(Include only incest and statutory rape)</b>	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Simple assault	0	0	0
h. Burglary	0	0	0
i. Motor vehicle theft	0	0	0
j. Arson	0	0	0
k. Grand larceny	0	0	0
l. Petit larceny	0	0	0
m. Damage property	0	0	0
n. Hate crimes	0	0	0

### Criminal Offenses - Public Property

Criminal Offense	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	1	0	0
d. Sex offenses - Non-Forcible <b>(Include only incest and statutory rape)</b>	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

### Disciplinary Actions - On Campus

Crime	2016	2017	2018
a. Illegal weapons possession	0	0	0
b. Drug law violations	2	14	10
c. Liquor law violations	5	4	7

### Arrests - Residence Halls

Crime	2016	2017	2018
a. Illegal weapons possessions	0	0	0
b. Drug law violations	0	12	9
c. Liquor law violations	0	0	0

### Disciplinary Actions - Residence Halls

Crime	2016	2017	2018
a. Illegal weapons possessions	7	0	2
b. Drug law violations	2	12	9
c. Liquor law violations	5	1	3

### Arrests - Non-campus

Crime	2016	2017	2018
a. Illegal weapons possessions	0	0	0
b. Drug law violations	0	2	0
c. Liquor law violations	0	0	0

### Disciplinary Actions - Non-campus

Crime	2016	2017	2018
a. Illegal weapons possessions	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	3	0	0

## Arrests - Public Property

Crime	2016	2017	2018
a. Illegal weapons possessions	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0
<b>Disciplinary Actions - Public Property</b>			
Crime	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Illegal weapons possessions	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

<b>The Title IX related cases for the academic year 2018-2019</b>	
Dating violence	3
Harassment	4
Sexual Assaults	1
Inappropriate Comments	0
<b>TOTAL</b>	<b>8</b>
<b>Residence Life/Judicial Violations 2016-2017</b>	
Larceny	1
Alcohol	3
Drugs	14
Verbal Abuse	3
Physical Abuse	7
Failure to Comply	2
Disorderly Conduct	5
Violation of Sanction	0
Weapon	2

**City of Richmond, Virginia - Police Department**

\*The crime information below reflects the geographical area in which Virginia Union University resides in the City of Richmond, Virginia. The information below does not reflect crimes that have occurred on the campus of Virginia Union University.

<b>CRIME INCIDENT INFORMATION</b>										
<b>DATE RANGE:</b> 09/01/2016 - 09/15/2017					<b>CRIME TYPE:</b> ALL CRIME TYPES					
<b>LOCATION:</b>					NEIGHBORHOOD - VIRGINIA UNION					
<b>SUMMARY INFORMATION</b>										
<b>NEIGHBORHOOD_NAME</b>	<b>HOMICIDE</b>	<b>SEX OFFENSE</b>	<b>ROBBERY</b>	<b>ASSAULT</b>	<b>BURGLARY</b>	<b>VICTIM</b>	<b>THEFT</b>	<b>VEHICLE THEFT</b>	<b>OTHER</b>	<b>TOTAL</b>
VIRGINIA UNION	0	1	3	60	12	46	64	13	209	<b>408</b>
Total	0	1	3	60	12	46	64	13	209	<b>408</b>

**Fire Statistics**

**Fires - On-Campus Student Housing Facilities**

<b>Facility</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
CGP Living and Learning Center	0	0	0
Storer Hall	0	1	1
Huntley Hall	0	0	0
Hartshorn Hall	0	0	0
Newman Hall	0	0	0
White Hall	0	0	0
MacVicar Hall	0	0	0
University House #1	0	0	0
University House #2	0	0	0
University House #3	0	0	0
University House #4	0	0	0
University House #5	0	0	0
	0	0	0

**Fires – Academic Buildings**

<b>Facility</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Baptist Memorial	0	0	0
L. D. Wilder Library	0	0	0
Kingsley Hall	0	0	0
Martin E. Gray	0	0	0

Henderson Center	0	0	0
Belgian Building	0	0	0
Barco-Stevens Hall	0	0	0
Baptist General Convention Building	0	0	0
Community Annex	0	0	0
C. D. King Building	0	0	0
Ellison Hall	0	0	0
Maintenance Building	0	0	0
Power Plant	0	0	0
President's House	0	0	0



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