



COMMUNITY AND
TECHNICAL COLLEGE

**Annual Security
Report**

October 1, 2017

MESSAGE FROM THE SECURITY DEPARTMENT

We are pleased to present the 2017 Blue Ridge CTC (BRCTC) Security Department's Annual Security Report. This report is prepared to disseminate important information to the college community, as well as other interested parties, including the US Department of Education. With this publication, it is our intent to communicate not only mandatory information such as crime statistics and required security policies but also give insight into the many ways in which we strive to keep our campus locations safe.

The 2017 Annual Security Report, which is prepared by the BRCTC Director of Public Safety, contains information regarding crime prevention programs offered at the college, helpful tips on personal safety, instruction on reporting crimes and emergencies, Blue Ridge CTC crime statistics for the previous three years, other security-related policies and statements, and security-related improvements that were implemented this year, or are planned for the future. Blue Ridge CTC does not have college residential halls or off-campus housing, nor does the institution participate in athletic programs. Therefore, this report does not include off-campus fire reports. Fire Drills are conducted semiannually at each campus location, and post-drill briefing documents are available upon request. If requested, Blue Ridge CTC will participate with any agency in a joint effort to locate missing persons, and in the investigation of such a case. Additionally, Active Shooter training is ongoing with additional internal training due to be rolled out this autumn. Recently, an off-campus professional educational academy, well-known and respected for delivering realistic, scenario-based security instruction to federal government law enforcement agencies, provided an Active Shooter course to members of our security team. The program, which is an off-shoot of the Run, Hide and Fight principle in active shooter parlance, serves as the foundation upon which BRCTC's Security Department active shooter training has evolved.

As is evident in the crime statistics' section of this report, Blue Ridge CTC is an exceptionally safe campus. Campus security and safety is the responsibility of all members of the Blue Ridge CTC community. Accordingly, we depend on every member of our college family to report suspicious persons and situations immediately to the Security Department, to make prudent decisions in this regard, and to use good judgment in an effort to keep both themselves and others safe.

The Security Department employs numerous strategies in its mission to maintain a safe and orderly environment for students, employees and visitors. In addition to patrolling the interior and exterior of our three campus locations, Campus Security provides escorts for students and staff, manages vehicle registration, controls building access using state-of-the-art technology, monitors campus traffic and parking, issues identification cards to students, staff, faculty and vendors, conducts safety and lighting surveys, and responds to and investigates all emergencies and suspicious or unsafe situations. During the time frame, October 1, 2016 to the present, members of the Security Team prepared 36 Incident Reports, most of which focused upon emergency and non-emergency medical situations.

As medical emergencies represent a major concern, the Security Department entered into a partnership with the college's Allied Health Department. Established by virtue of a Standard Operation Procedure (SOP), Security's role in the Rapid Response Team (RRT), a medical response unit consisting of staff, faculty and students trained to deal with medical emergencies, transitioned from simply assisting the team during health-related incidents, to the Security Department providing logistical and administrative leadership. Thus, in addition contributing to the RRT from an operational vantage point, Security now ensures the RRT is equipped with a fully stocked Jump Bag. The RRT is situated at the college's Berkeley County campuses. From an administrative perspective, the Director of Public Safety presented the new RRT SOP during a State of West Virginia Emergency Medical inspection, and the document played a vital role in bolstering the readiness of the RRT. The Allied Health-Security RRT passed the inspection without any negative feedback from the state inspector.

Campus security guards do not have arrest powers but may detain individuals for further questioning by police and other law enforcement agencies. Students, faculty, staff, and visitors are expected to cooperate with Campus Security when providing identification and reporting incidents which might result in a breach of security. Additionally, BRCTC Security Guards do not carry firearms; however, since 2016 the cadre has completed a pepper spray-training program administered by the Berkeley County Sheriff's Office resulting in the issuance of pepper spray to each security guard certified to carry this defensive weapon. Currently BRCTC security guards will undergo recertification training in the use of pepper spray in the coming months.

The Director of Public Safety has an excellent working relationship with the Berkeley County, West Virginia, Sheriff. The two meet quarterly on average, and whenever the Sheriff's Department is queried for crime statistics, such as for the Annual Security Report. This agency was briefed on the college's decision to authorize the carriage of pepper spray by BRCTC security officers. Because of the exceptional working relationship established with sheriff's office, that entity authorized one of its criminal investigators to teach courses within the BRCTC Criminal Justice program, and to allow this same deputy to train BRCTC security personnel in the use of pepper spray. There is no written mutual aid agreement in place between BRCTC Security and the Berkeley County Sheriff's Office; however, that department has primary law enforcement jurisdiction on property in which BRCTC operates within Berkeley County, and the Sheriff has pledged to honor all requests for law enforcement, criminal investigative, and external security assistance originating from the Security Department, and the BRCTC community as a whole.

In August 2017, the BRCTC Director of Public Safety Campus entered into a professional partnership with the US Department of Homeland Security (DHS) in an effort to access that agency's assistance in conducting a voluntary vulnerability assessment of the campus. The process is ongoing with meetings scheduled during the fall semester. The DHS Inspector initially presented the Infrastructure Survey Tool (IST) during a visit in August 2017. The IST consists of a comprehensive questionnaire completed by the participating facility with the answers used to evaluate the degree of vulnerability that a structure or site is vulnerable to human, natural, and environmental threats, including crime, terrorist attacks, active shooter,

weather events, chemical spills, prolonged loss of power and other potential disasters. The tool goes on to analyze the college's resiliency, or its ability to function during, immediately after, and into the future, after a traumatic experience or event. As of this writing, the College is compiling the information asked by the IST, and will be prepared to activate the tool within the current year.

This past year the College implemented significant security and safety upgrades to the Berkeley and Morgan county campus locations. The BRCTC Berkeley Springs campus (Morgan County/Pines Opportunity Center) underwent a comprehensive renovation project that resulted in suspension of classes for most of fiscal year 2017. This location is projected to reopen during the fall 2017 semester, and with the opening will come greater security infrastructure. As of this writing, plans are in place to install an additional six surveillance cameras, with a greater emphasis on previously out-of-sight areas. The BRCTC Tech Center's parking spaces were relined, and the lots designated for free-flow traffic. In the past, the lanes would end at the north end of each lot, a situation that resulted in several fender benders each year as cars would have to back up and make dangerous maneuvers in order to enter and exit. Since the opening of the refurbished parking lots in spring 2017, the College has experienced a significant decrease in vehicular accidents. Additionally, the Tech Center's digital security system recently expanded to encompass the college's bookstore and other classroom space located in what is known as Area L. The short-range goal is to bring forth 100% digital security to the BRCTC Tech Center location. Last year's comprehensive install of 180-degree surveillance cameras that cover all Tech Center parking lots increased that location's capability to gather and preserve video of evidence of criminal and other material under review. Security is now able to efficiently and effectively review historical footage in order to compile any covered activities that will assist with investigative efforts.

During orientation, students are instructed that in an emergency they should contact the Security Department. If, however, time is of the essence, they should call 911, at which time the Berkeley County Sheriff's Office or West Virginia State Police will respond to the individual's emergency call for assistance. The main campus parking lot contains four strategically located Blue Emergency Telephone poles equipped with a telephone that has direct connect capability to the Berkeley County Sheriff's Dispatch, as well as a light that pulsates when the phone is activated, thus providing first responders arriving on campus with an indication as to where the caller was last located. These poles also have video surveillance cameras. This system is tested monthly by Security personnel. Finally, the main campus surveillance cameras have proved invaluable in identifying license plate numbers, the make and model of vehicles in the aftermath of hit and run strikes, or document incidents under inquiry. This year, the College's main gate and fence were struck by a moving van. Initially, denied by the driver of the van, the entire incident was caught on HQ surveillance cameras, which when examined during the incident investigation, revealed that the van attempted to use our entry way as a turnaround site, resulting in the truck striking the gate and adjacent fence resulting in \$3,700 in damage. The company was informed of the video evidence that proved BRCTC's allegation against their driver, and the firm agreed to pay the entire repair and replacement costs. Finally, additional interior cameras, as well as a 360-degree roof mounted camera is planned to upgrade BRCTC's main campus security posture.

If you would like to learn more or wish to contact the Security Department, you may call the Campus Security Office at 304-260-4380 ext. 2250, or the Director of Public Safety at ext. 2251.

SECURITY DEPARTMENT MISSION

The stated purpose of the BRCTC Security Department is to provide a safe and secure environment for students, faculty, staff and visitors and the safeguarding of campus property and facilities from damage or loss. The Department's approach is to involve the entire college family in the process of maintaining a safe campus. The Security Department strives to create an atmosphere of comfort and safety to allow students to concentrate on academic studies, as well as to foster an environment in which employees may devote their time to student services and learning activities. Students know exactly to whom they may report criminal acts, and that if necessary, their Personal Identifiable Information (PII) will not be shared and will remain strictly confidential.

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, requires colleges and universities across the United States to disclose information pertaining to crime on and around their campuses. The law was amended in 2000 requiring schools, from 2003 forward, to notify the campus community about where "Megan's Law" information concerning registered sex offenders on campus may be obtained. In 2008, amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

The Clery Act requires colleges and universities to:

- Publish an annual report by October 1st that contains the past three complete years of campus crime statistics and specifically required campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus security, local law-enforcement, and other college officials who have "significant responsibility for student and campus activities";
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;"
- Devise an emergency response, notification and testing policy;
- Disclose in a public crime log annotating "any crime that occurred on campus, or within the patrol jurisdiction of the campus security department, and is reported to the security department;"
- Maintain a public fire log, or other document that contains the amount of time used to evacuate campus structures (post fire drill briefs);
- Enact policies and procedures to handle reports of missing students.

The BRCTC Security Department is responsible for preparing and distributing this report annually. Crime statistics are compiled based on incidents reported to the Security Department, as well as other campus security authorities – those with “significant responsibility for student and campus activities.” Campus-related crime statistics are also collected from external agencies such as the Berkeley County and Morgan County Sheriff’s Department.

To learn more about the Clery Act, visit: <http://clerycenter.org/jeanne-clery-act>

CLERY ACT CRIME DEFINITIONS

Per the Clery Act, crimes are classified based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions used are from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR when defining and classifying crimes, it does not require Clery Act crime reporting to meet all UCR standards.

The campus Security Department is open to the entire student body and staff in regard to passing on advice, guidance and instruction as it relates to how best to avoid being a victim of sex crimes, stalking, dating violence, date rape drugs, domestic violence, violence against women and other criminal activity of this kind.

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

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

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

Dating Violence is violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner 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 or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Abuse Violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium and its derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); Cocaine, to include "Crack" or other forms of this illegal drug; and dangerous non-narcotic drugs (Barbiturates, Amphetamines).

Hate Crimes are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability. Criminal acts classified under this category would include all Clery Crimes; Larceny-theft; Simple Assault; Intimidation; destruction/damage or vandalism of property based upon a perpetrator(s)' bias toward the victim's race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.

Liquor Law Violations are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter is the killing of another person through gross negligence.

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

Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- ***Rape*** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (e.g. sister, brother, mother, father, etc.).
- **Statutory rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence** is generally not classified a sex crime; however, as in most cases it is a gender related crime, it can be placed in the sex crime category. This crime can be a felony or misdemeanor crime of violence committed by current or former spouse or intimate partner of the victim,
 - a person with whom the victim shares a child in common,
 - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or 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.

Dating Violence is 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.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to—fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Medical Attention and Post-Sex Crime Counseling will be made available to anyone who informs the Security Department they have been the victim of a sex crime. These actions will be handled with the utmost sensitivity and confidentiality, as well as being covered by the provisions of the Health Insurance Portability and Protection Act (HIPPA).

Bystander Intervention is encouraged, at least the establishing contact with the Security Department, and the use of the 911 emergency notification system. No student or faculty member is encouraged to take physical action that could result in them being seriously injured; however, if a Good Samaritan believes they can save a victim from being harmed then the Security Department would view this action as a positive adjunct to action taken by Security and

local, county or state law enforcement engaged to control this type of violence.

Confidential Reporting is always an option made available to victims, and witnesses of these types of crimes. However, the Security Department encourages victims to go forward with the reporting process, and to testify against the perpetrator of these criminal violations.

Weapons Violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned. Blue Ridge CTC is designated a GUN FREE ZONE, a policy strictly enforced by Security.

Geographic Definitions “On Campus “

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-campus Building or Property

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.

Public Property

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

Non-Campus BRCTC Organizations

Blue Ridge CTC does not sponsor, or is affiliated with any off-campus organizations such as fraternities or Greek societies.

CRIME REPORTING OPTIONS & CAMPUS SECURITY AUTHORITIES

It is the policy of Blue Ridge CTC Security Department to encourage the accurate and prompt reporting of all crimes to the Security Department and/or the appropriate law enforcement agency. Crimes and suspicious activities that are bona fide emergencies should first be reported to the Berkeley County Dispatch by dialing 911. Secondly, call the campus Security Department to report the incident. Victims or witnesses of a crime may report on a voluntary or confidential basis to several offices that the college has identified as “Campus Security Authorities (CSA).” The Clery Act recognizes certain College officials and officers as CSAs. The act defines these

individuals as “officials of an institution who have significant responsibility for student and campus activities, including but not limited to, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the college has identified a number of CSAs we officially designated the following offices as places where campus community members should report crimes:

OFFICAL	CAMPUS ADDRESS	PHONE NUMBER
Security Department	HQ Building Room 1002	Ext 2250
College President	HQ Building Room 2300	Ext 2403
Vice President of EM	HQ Building Room 2300	Ext 2107
Vice President of HR	HQ Building Room 1210	Ext 2234
Assoc. Dean of Students	HQ Building Room 1300	Ext 2109

As previously noted, information concerning crimes can be reported on a voluntary and confidential basis to the Security Department directly for inclusion in the annual crime statistics. Counselors who learn of a crime from a counselee should inform the counselee that the crime may be reported on a voluntary confidential basis to the Security Department for inclusion in the college’s crime statistics only.

CRIME PREVENTION

Blue Ridge CTC encourages anyone with questions or concerns regarding crime prevention to contact Berkeley Co Sheriff’s Department (304) 267-7600 and/or the BRCTC Security Department at 304-260-4380, extension 2250.

TIMELY WARNINGS

Upon receipt of information of the commission of, or threat of a Clery classified crime being committed within a location treated as Clery geography, and on a case-by-case basis, the Security and Safety Supervisor, in coordination with the BRCTC Human Resources Vice President, will issue a Timely Warning of the crime and/or threat of criminal activity; request appropriate local law enforcement assistance if deemed appropriate; and activate E2Campus, the BRCTC emergency notification system. The purpose of the timely warning is to inform students of the criminal act or threat, and the degree of danger posed by the perpetrator(s). Additionally, the timely warning should help to prevent similar crimes from happening in the future by heightening the awareness of potential victims. It will be the coordinated decision of the HR Vice President and the Security and Safety Supervisor to activate the college’s public address system as part of the timely warning process. If a victim(s) has been identified, that individual’s personal information will be kept confidential to students, staff and faculty. Crimes reported to a pastoral or professional counselor, or information protected by accepted legal privilege, such as matters discussed via medical/patient and attorney/client privileges, will be exempt from the reporting provisions of this policy.

EMERGENCY NOTIFICATION POLICY

Blue Ridge CTC, in order to maintain a safe campus environment, has an emergency notification system (known as E2Campus). Students will be asked each year to update their contact information in the student information system. At the time of enrollment, students are given an option to sign up for the E2Campus Alerts. If they sign up to participate, they will be notified through text messaging and/or email of any serious emergency on campus.

Recently, the Security Department, in conjunction with Human Resources and Enrollment Management, enhanced the specificity of the E2 Campus alert system. Via the downloading of a web-based application, we are now capable of not only sending students and staff alerts, we are able to inform them as to the type of scenario or threat facing the College community. For example, by signing into the aforementioned product, the sender is able to select “Active Shooter,” Weather Emergency – Tornado,” as well as any other event is preprogrammed into the system. Thus, BRCTC students and staff will receive an alert, drilled down to specificity, and what precautions need to be taken by the receivers of the warning. The system will require additional attention going forward; however, will undoubtedly increase the College’s emergency notification process.

As previously stated, it is the policy of Blue Ridge CTC to issue Timely Warnings using the E2Campus system in an effort to notify the college community about certain crimes occurring or those criminal activities that may be imminent in and around our campuses in a timely manner. For the purposes of the Emergency Notification policy, upon receipt of an imminent threat or probable danger to the college’s students and staff, the BRCTC President, or his or her duly appointed representative, will, without delay, and taking into account the safety of the College’s population, issue an Emergency Notification. Upon notice and confirmation by college administrators, via Federal, State, County or local emergency management agencies, e.g. FEMA, West Virginia State Police, or Berkeley County Department of Homeland Security, the campus community will be immediately notified of any significant emergency, including those that are weather related, situations involving an active shooter, an environmental or natural disaster or an immediate threat to the health or safety of students or staff. Notifications may only be withheld if they would compromise efforts to contain the emergency, or provide assistance to a victim, e.g. certain active shooter situations may mandate more discrete notification methods. The E2Campus system will be used to provide instructions and information to all, or an affected segment of the student population who have opted into the system before, during and after a situation where student health and safety may be compromised due to a natural disaster, criminal activity, and/or public health threat. The system is equipped to segment the emergency notification process, allowing for the notification of only those locations or campus sites affected by the impending threat.

E2Campus directly links to the College’s Facebook and Twitter accounts. The website posts messages immediately upon notification. Press partners and other community members are included and receive notifications through the system as well.

The Security Department may also utilize the public address system to alert the main campus. The system is equipped with pre-recorded announcements relating to weather emergencies, fire alarms and verbal commands instructing staff and students to evacuate, take cover, or to follow specific precautions based upon the danger at hand. Finally, the PA unit was utilized during an actual weather emergency in September 2017, specifically, a tornado warning.

For more information on how to sign up for E2Campus, please visit the College's Safety and Security website at: <http://www.blueridgectc.edu/about-blue-ridge/safety-security/>

DRILLS AND TESTS

The Blue Ridge CTC Security Department supervises and conducts fire drills semiannually at each of the college's three campus locations. The results of these drills are maintained in a folder entitled Fire Drills in the Security section of the College's public IT drive. Pre-drill invitations and announcements have been curtailed to bring a sense of realism to the drills, and briefings are prepared by the Public Safety Director. These briefings are maintained in the aforementioned Fire Drill folder.

STUDENT RESPONSIBILITY

The cooperation, involvement, and personal support of students in campus safety is crucial to the overall safety of the campus. Students must assume responsibility for their own personal safety and security and safeguard their personal belongings by taking simple common sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

- Be aware of your surroundings. Park in well-lit, heavily populated areas. Trust your instincts. If something doesn't feel right, find another place to park.
- If you have a cell phone, have it accessible.
- Do not leave valuable items visible in your vehicle.
- Always roll up your windows and lock your doors before leaving your vehicle.
- Walk with others to your vehicle whenever possible.
- Carry your keys in hand when you approach your vehicle.
- Look around and check the back seat of your vehicle before entering.
- Upon entering your vehicle immediately lock all doors.
- If you are involved in a minor collision in an isolated area, you may want to drive to a well-lit populated location before stopping to assess your damage.
- Never pick up hitchhikers.
- While driving, if you notice that you are being followed drive to the nearest open store, service station, police station etc. for help. Blow your horn to draw attention to yourself. Try to get a description of the car following you and its license plate number.

DRUG AND ALCOHOL POLICY

Blue Ridge Community and Technical College believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the college community and interferes with educational and occupational success.

The College fully complies with the Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption and distribution of drugs and alcohol on College property, during classes and at activities officially sponsored by the College.

Students, faculty and staff may not consume alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the college except by explicit permission of the College President.

Blue Ridge Community and Technical College recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the college community as a whole, which includes faculty, staff, students, and visitors.

ALCOHOL AND DRUG-FREE ENVIRONMENT

The purpose of this policy is to assure compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug- Free Work Place Act of 1988.

This policy applies to the entire college community, including students, faculty, staff and visitors to any of the campuses or classroom buildings.

Standards of Conduct

The unlawful manufacturing, distribution, dispensing, possession or use of illicit drugs and unauthorized use of alcohol on Blue Ridge Community and Technical College property or as a part of any College activity are prohibited.

It is prohibited to come to work, class or any College-sponsored function under the influence of alcohol or illicit drugs.

Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's work ability, job performance, or the safety of others.

Disciplinary Sanctions

Any person who violates the policy shall be subject to disciplinary action. The College may impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above and prohibited in the Drug-Free Schools and Communities laws.

All persons should be aware that violations could result in expulsion from college, termination of employment, or referral for prosecution. Students who violate this policy are subject to a judicial hearing and possible referral to law enforcement agencies.

Visitors who violate this policy may be referred to law enforcement agencies and will immediately be escorted off college campus.

The Vice President of Human Resources will impose appropriate sanctions for employees who violate this policy.

College sanctions will be imposed consistent with procedures used in disciplinary actions listed in the Student Handbook and/or Faculty Handbook.

Counseling and Referral Assistance

All students who violate this policy are required to attend five hours of drug and alcohol counseling before being able to participate in the classroom again.

Help and referrals are available to students and employees. Services are confidential. A listing of some available community resources can be found in the Human Resources and Enrollment Management offices. There are many resources available for those students and staff seeking treatment for an alcohol or drug problem.

HARASSMENT AND SEXUAL ASSAULT

Blue Ridge CTC is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment and sexual assault. Any form of harassment, sexual harassment or sexual assault is absolutely prohibited. Anyone who violates this policy will be subject to discipline, up to and including expulsion or termination of employment.

Sexual harassment, includes unwelcomed sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct in a manner that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age. Harassment in general is conduct toward a person that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age.

Sexual assault is an extreme form of sexual harassment and is defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his or her free will or without his or her consent. Sexual assault may include date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way. Providing an individual with “Date Rape Drugs” in an effort to sexually assault that person could result in additional charges against the perpetrator.

Any person who has been a victim of a sexual assault should, as soon as possible:

- Seek medical attention immediately.
- Do not bathe, change clothes or do anything that may interfere with the collection of evidence, which can be helpful in proving that a sexual assault occurred.
- Seek counseling and support services.
- Keep a journal. Write down the events and actions regarding the assault including the date, time and chronology of the attack. If there are witnesses or people who have information about the assault, write down their names in your journal. Preserve any harassing letters, messages or e-mails received from the perpetrator as evidence.

Individuals who have been subjected to harassment, sexual harassment or sexual assault should file a written complaint immediately in accordance with the Complaint/Grievance Procedure of the college.

Any person determined to be responsible for harassment, sexual harassment or sexual assault will be subject to appropriate disciplinary action, up to and including immediate dismissal and expulsion from the college.

The College strongly encourages individuals to report all incidents immediately so that complaints can be investigated in a timely manner.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA), CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE) ACT, AND TITLE IX

Discrimination

Blue Ridge CTC does not discriminate on the basis of sex in its educational programs, or in its recruitment, hiring and promotion activities. Sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, and sexual misconduct are forms of sex-based discrimination and are prohibited. As required by federal law, BRCTC issues this statement of policy to inform the college community of its comprehensive plan addressing sexual misconduct with educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking when it is reported to a college official. BRCTC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Crimes should be reported to law enforcement.

Title IX prohibits different forms of discrimination. Sex discrimination includes sexual harassment and sexual violence. Students or employees who experience discrimination should report it to the Title IX Coordinator.

Blue Ridge CTC has the responsibility to promptly investigate complaints of sex discrimination and take appropriate steps to remedy any hostile educational environment that is created by such behaviors. A hostile education environment is created by an act or series of acts of sex discrimination that are serious enough to interfere with a students' ability to learn or participate in educational or extracurricular activities. During the investigation, remediation, and appeal processes, the college must provide both parties with equivalent rights. For example, both parties have the right to have an advisor present during meetings and hearings, and both parties have the right to be informed of the outcome of any hearing or appeal.

While Blue Ridge CTC has a duty to promptly and equitably respond to a complaint of sexual harassment or violence, the victim cannot be required to participate in the disciplinary process and has the right to have his/her identity remain confidential. However, if the victim chooses not to participate and to have one's identity remain confidential during the investigation, remediation, and conduct process, the college may be limited in its ability to investigate and take remedial action against the alleged perpetrator(s).

Rights that are afforded both the accuser and the accused during the process may include the following:

- Bring an advisor of your choice
- Present information or have witnesses speak on your behalf
- Have timely access to information that will be used at a hearing
- Receive the final hearing decision in writing at the same time as the other party without being required to sign a non-disclosure agreement

Title IX protects the victim or anyone else reporting sex discrimination, sexual harassment, or sexual violence from retaliation, whether it be by college employee or student. For additional information on the college's policies, students should consult the Student Handbook and employees should consult the Faculty and Staff Handbooks.

DEFINITIONS – 2014 WEST VIRGINIA CRIMINAL CODE CHAPTER 61

Blue Ridge CTC prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. The College is committed to ending these forms of violence against women, sexual partners, and those engaged in dating or committed relationships, despite gender differentiations.

West Virginia law defines "assault" as occurring when a person purposely, knowingly, or recklessly causes physical injury to another person. Assault also occurs in certain situations where a person negligently causes physical injury to another person, creates a risk of death or

serious physical injury, causes another to apprehend immediate physical injury, or causes offensive physical contact with another person.

West Virginia law defines sexual abuse (sometimes referred to as “sexual assault”) as occurring when a person subjects another person to sexual contact without that person’s consent or by the use of forcible compulsion or when that person is incapacitated, incapable of consent, or lacks the capacity to consent.

“**Consent**” is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal does not have to be verbal; it can be expressed with gestures, body language or attitude.

A prior sexual history between the complainant and respondent does not constitute consent. Consent (or lack of consent) may be express or implied under West Virginia law. Assent (i.e., an expression of approval or agreement) does not constitute consent if: • It is given by a person who lacks mental capacity; or

- It is given by a person who is unable to make a reasonable judgment about the sexual activity because of age, mental disease or defect, intoxication, drugs, or some other reason; or
- It is induced by force, duress or deception.

“**Rape**” means penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

“**Sexual assault**” means any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

“**Fondling**” is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

“**Incest**” is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

“**Statutory Rape**” is defined a non-forcible sexual intercourse with a person who is under the statutory age of consent.

“Domestic violence” means a felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or
- 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.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting these definitions is considered a crime for the purposes of Clery Act reporting.

“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.

“Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- sustained substantial emotional distress.

For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property. West Virginia law defines “stalking” as occurring when a person purposely harasses another person or follows another person with the intent to harass. A person harasses another when he or she engages in a course of conduct directed at a person that serves no legitimate purpose and that would cause a reasonable person to be frightened, intimidated, or distressed.

It is highly encouraged that students who are sexually victimized report the crime to Security and/or local authorities. Blue Ridge CTC will arrange for the victim to receive medical attention, as well as receive counseling. Of course, the College will not force any victim to report their victimization.

EDUCATION AND PREVENTION PROGRAMS

The college has implemented a program that is comprehensive in nature containing initiatives intended to curb dating violence, domestic violence, sexual assault and stalking that:

- Is culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.
- Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:
- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity and/or using the definition of consent;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means 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.
- Information on risk reduction. Risk reduction means 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.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

PROCEDURES FOR REPORTING A COMPLAINT

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the local law enforcement.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at a hospital. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred *so that evidence may be preserved* that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college hearing boards/investigators or police.

The college's Security Department and Title IX Coordinator will assist victims of domestic and dating violence, and/or stalking in obtaining No Contact Orders, Restraining Orders or other lawful directives issued by a criminal, civil, tribal court, or by Blue Ridge CTC.

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police. *The decision to involve law enforcement in sexual assault cases is an option that may only be exercised by the victim.* The college will assist any victim with notifying local police or sheriff if they so desire. The phone number for the Berkeley Co Sheriff's Department is 304-267-7000.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report all incidents promptly to the Title IX Coordinator (if the incident involves sexual assault) regardless whether you file a report with the law enforcement.

TITLE IX NONDISCRIMINATION

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Blue Ridge CTC prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. Title IX protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. Title IX protects both males and females from sexual harassment by any College employee, student, and a non-employee third party. This policy applies to administrators, faculty, and other college employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the college's educational programs and activities, including third-party visitors on campus. This

policy applies equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. The college has designated these individuals to coordinate its compliance with Title IX and to receive inquiries regarding Title IX policies on campus.

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Blue Ridge CTC's Title IX Coordinator is the designated agent of the college with primary responsibility for coordinating Title IX compliance efforts. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of college policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the college's Title IX compliance.

The Title IX Coordinator for Blue Ridge CTC is: Ann Paull, Assistant to the Vice President of Enrollment Management; 13650 Apple Harvest Drive, Martinsburg WV 25403; (304) 260-4380 Ext. 2107; Email: apaul@blueridgectc.edu.

If you do not wish to contact the College's Title IX Coordinator or other designated College resources with your questions or concerns regarding Title IX policies and its implementation at the College, you may contact the Assistant Secretary for Civil Rights in the Office for Civil Rights (OCR) with the U.S. Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Responsible Employees

The Title IX Coordinator is regarded as a "Responsible Employee" under Title IX and a "Campus Security Authority" under the Clery Act. Statistical information, leaving out the victim's identifying information, will be provided to the person responsible for compiling the annual crime statistics even if the victim chooses not to alert campus safety personally. The Title IX Coordinator may direct the Director of Public Safety to initiate an investigation into alleged Title IX violations. The Title IX Coordinator and the Director of Public Safety has been trained in the investigation of Title IX cases.

A "responsible employee" is any employee who has the authority to take action to address sexual misconduct, who has been given the duty to report to appropriate college officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim. To the extent possible, information reported to a responsible employee will be shared

only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations. If the victim wants to maintain confidentiality, direct the victim to confidential resources.

Procedures

The college will provide assistance and resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the college, the college will use the "preponderance of evidence" standard of evidence and the following procedures during any judicial hearing on campus arising from such a report:

Sexual Assault

- Depending on when reported, institution will provide complainant with access to medical care
- Institution will assess immediate safety needs of complainant
- Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police
- Institution will provide complainant with referrals to on and off campus mental health providers
- Institution will assess need to implement interim or long -term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties
- Institution will provide a "No trespass" directive to accused party if deemed appropriate
- Institution will provide written instructions on how to apply for Protective Order
- Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
- Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
- Institution will enforce the anti-retaliation policy and take immediate actions against parties that retaliate against a person for complaining of sex-based discrimination.

Stalking

- Institution will assess immediate safety needs of complainant

- Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department
- Institution will provide instructions on how to apply for Protective Order
- Institution will provide information to complainant on how to preserve evidence
- Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate

Dating Violence

- Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department
- Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department
- Institution will provide instructions on how to apply for Protective Order
- Institution will provide information to complainant on how to preserve evidence
- Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
- Institution will provide a “No trespass” directive to accused party if deemed appropriate

Domestic Violence

- Institution will assess immediate safety needs of complainant
- Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department
- Institution will provide instructions on how to apply for Protective Order
- Institution will provide information to complainant on how to preserve evidence
- Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
- Institution will provide a “No trespass” directive to accused party if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Any person who obtains an order of protection should provide a copy to the Title IX Coordinator. A complainant may then meet with the Title IX Coordinator to develop a Safety Action Plan, which is a plan for campus safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction. The victim is required to apply directly for these services. The college may issue an institutional no contact order if deemed

appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, college offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint.

For example, if reasonably available, a complainant may be offered changes to academic, housing or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college does not publish the name of crime victims in the Security Departments Daily Crime Log. Students may request that directory information on file be removed from public sources by request to the Registrar.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." The College promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do even if they desire to help. Below is a list of some ways to be an active bystander. If you or others are in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (provided by Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check-in on each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- If you see something suspicious, contact law enforcement immediately (calling 911).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason.
- Have a code word with your friends or family so that if you don't feel comfortable
- You can call them and communicate your discomfort without the person you are with knowing. Your friends or family can come to get you or make up an excuse for you to leave.

- Make excuses: need to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking or using drugs, say that you want to wait until you both have your full judgment before doing anything you may regret later.

Adjudication of Violations

Whether or not criminal charges are filed, the college or a person may file a complaint under the sexual misconduct policy alleging that a student or employee violated the College's policy.

Reports of all domestic violence, dating violence, sexual assault and stalking made to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. The college disciplinary process is consistent with the College's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Title IX states that an institution has a duty to investigate if it knows or reasonably should know of sexual harassment or sexual violence. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the college may assume the role of the complainant. The college's policy regarding sexual misconduct is:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
- The accuser and the accused will have timely notice of meetings at which the accuser or accused, or both, may be present;
- The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation at or during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any

meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;

- A student conduct decision is based on the preponderance of evidence standard. (i.e. “more likely than not to have occurred”);
- The accuser and the accused will be notified simultaneously in writing of the results of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The accuser and the accused each have the right to appeal the outcome of the hearing by the complainant or respondent may appeal the determination by submitting written objections to the Title IX Coordinator within ten (10) calendar days of the receipt of the determination and will be notified simultaneously in writing, of any change to the results prior to the time that it becomes final and of the final results after the appeal is resolved.
- A person alleging sexual assault, domestic violence, dating violence, or stalking may utilize the complaint and investigatory procedures set forth in the college’s policy against Sexual Harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through this policy, which includes the prohibition of retaliatory action on the part of the accused. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college’s ability to respond to the complaint may be limited.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. Despite the fact that the college must maintain records of criminal activity of this kind, a victim’s confidentiality will be respected and maintained. Any protective measures or orders in effect will also be kept confidential. Under the Clery Act, statistical information must be maintained; however, this does not include identifiable data on victims.

Sanctions and Protective Measures

Investigations that result in a finding of that a violation of policy occurred by a preponderance of evidence will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including, suspension or expulsion from the college may be imposed upon those determined to have violated this policy. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions:

- Probation or suspension
- Issuance of a no contact letter to the accused
- Issuance of a campus ban letter to the accused

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts that also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator, or a designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a college order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the college's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Blue Ridge CTC.

Upon written request, the college 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 such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the victim's next of kin shall be treated as the alleged victim for purposes of this paragraph.

When taking such steps to separate the complainant and the accused, the College will attempt to minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

SEX OFFENDER REGISTRATION

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Information about registered sex offenders in West Virginia can be found at:

<https://apps.wv.gov/StatePolice/SexOffender/Disclaimer?continueToUrl=http%3A%2F%2Fapps.wv.gov%2FStatePolice%2FSexOffender>

PUBLIC NOTIFICATION OF PUBLISHED ANNUAL SECURITY REPORT
Published October 1st of each year

Blue Ridge CTC's Annual Security Report is now available. This report is required by federal law and contains policy statements and crime statistics for the College. The policy statements address the College's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. The report contains the past three completed years' worth of statistics, and are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the College and on public property within or immediately adjacent to the campus. This report is available online at <http://www.blueridgectc.edu/about-blue-ridge/safety-security/>. You may also request a paper copy from the Security Office.

CAMPUS CRIME STATISTICS TABLE 2016 (including 2014, 2015 & 2016)

The statistical information provided in the table below complies with the required reporting of the "Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act." Crime statistics for the most recent completed three-year periods are published. These statistics reflect incidents reported to Campus Security Officers, and by local law enforcement, classified as Clery Crimes, and involve incidents occurring in areas classified as Clery Geography, occurring on campus or adjacent to the college campus, specifically, contiguous to areas within Berkeley and Morgan counties West Virginia.

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/ object and Fondling)	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	1	1
Sex Offenses, Non Forcible (Incest and Statutory)	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Robbery	2016	0	0	0	0
	2015	0	0	2	2
	2014	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Burglary	2016	0	0	0	0
	2015	1	0	0	1
	2014	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2015	0	0	2	2
	2014	2	0	0	2
Liquor Law Arrests	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Drug Law Arrests	2016	1	0	0	1
	2015	0	0	2	2
	2014	0	0	0	0
Weapons Law Arrests	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Destruction of Property	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Vandalism	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	1	0	1
Bodily Injury Crime	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

Offense	Year	On Campus	Non-Campus	Public Property	Total
Arson	2016	0	0	0	0
	2015	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2016	0	0	0	0
	2015	0	0	0	0
	2015	0	0	0	0
Dating Violence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Stalking	2016	0	0	0	0
	2015	1	0	0	1
	2014	0	0	0	0

There was 1 unfounded crime in 2015. Offense not listed.

There were no hate crimes reported for 2014, 2015, or 2016.

Prepared by: James Devino, Director of Public Safety; Approved: September 29, 2017