

# 2017 JEANNE CLERY ACT REPORT

*THE ANNUAL CAMPUS SECURITY REPORT*  
*FOR THE*  
**VIRGINIA TECH CARILION  
SCHOOL OF MEDICINE**

September 29, 2018



## **CAMPUS SAFETY:** A SHARED RESPONSIBILITY

*The Carilion Clinic Police Department is a nationally accredited law enforcement agency.*

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## 2017 Virginia Tech Carilion School of Medicine Campus Annual Security Report

Virginia Tech Carilion School of Medicine (VTC SOM) conducts primary operations in Roanoke, Virginia. The Virginia Tech Carilion School of Medicine and Research Institute at 1 and 2 Riverside Circle are shared buildings with the Virginia Tech Carilion Research Institute (VTCRI). The VTCRI is a separate entity from the VTC SOM.

Across the street from 2 Riverside Circle is Riverside Garage, which is shared with Carilion Clinic through a written agreement. Riverside Garage provides parking for VTC SOM students, faculty, and staff. Similarly, there is a surface parking lot across the street from Riverside Circle that is owned by Carilion Clinic. This surface lot is also shared through a written agreement and provides parking for VTC SOM students, faculty, and staff. Please see appendix 5 for map of campus.

### Security at VTC SOM

VTC SOM does not have a proprietary police or security department. The institution hires police officers from Carilion Clinic through a contract with Carilion Clinic Police and Security Department (CCPD). CCPD provides around the clock contract security that covers the interior of the VTC SOM building, the parking area under the building, the Riverside Garage, and the surface parking lot across the street from Riverside Circle. CCPD has a 24 hour presence and maintains an office in the VTC SOM.

The CCPD consists of sworn police officers who are certified through the Virginia Department of Criminal Justice Services and non-sworn security officers. Officers provide services such as motor patrol, bike patrol, crime prevention presentations, security assessments, and investigations.

The police and security officers' responsibilities involve providing access control services for those facilities and providing general assistance to students, staff, and visitors. Police officers working in any of the VTC SOM facilities have the authority to make arrests and also have enforcement authority through concurrent jurisdiction with Roanoke City Police Department (RCPD), covering VTC SOM controlled properties as well as adjacent properties. CCPD has an ongoing working relationship with the RCPD and Virginia State Police (VSP) and **Memorandum of Understandings (MOU's)** with RCPD and the VSP pertaining to the investigation of criminal incidents and Clery reportable crimes. VTC SOM does not have any student organizations that have off-campus housing facilities.

The CCPD maintains a close working relationship with the RCPD as well as other law enforcement agencies throughout the state. As a participant in the National Crime Information Center (NCIC) and the Virginia Crime Information Network (VCIN), CCPD personnel are able to transmit and receive crime information with other police agencies throughout the United States. Through its membership in related professional organizations, the department is able to keep abreast of new or developing ideas, and has a medium for the exchange of information on law enforcement issues. The CCPD has a news release called "**Daily Crime Report,**" which is published each regular business day, exclusive of weekends and holidays. The "Daily Crime Report" lists all incidents of crime over the past 24 hours, or over the weekend. It is available for review by the public at the police department. The CCPD notifies the VTC SOM, via a "referral of student conduct," when students or school-recognized student groups are involved in criminal activities on campus.

## **Campus Security Authority (CSA)**

**“Campus security authority”** is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security.
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, 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.

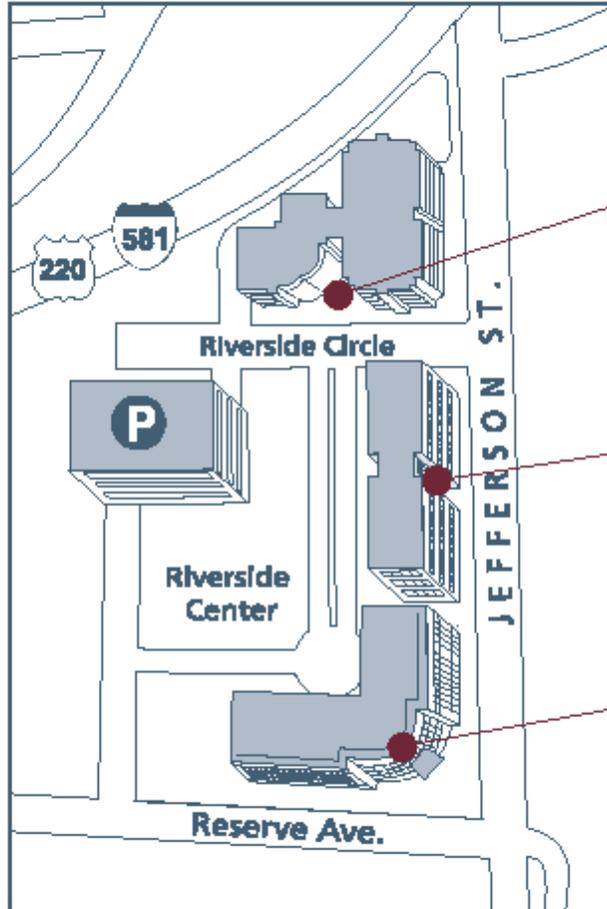
Annually, CSAs receive and sign a MOU educating them on their responsibilities, including a presentation for training.

**If someone has significant responsibility for student and campus activities, he or she is a campus security authority.**

Information for this report is compiled from reports provided by campus security authorities including, but not limited to, the Office of Emergency Management, Office of Student Affairs, the Department of Human Resources, the Office of Faculty Affairs, and the Carilion Clinic Police Department. Statistics are also compiled from law enforcement agencies in jurisdictions where VTCSOM leases property, or controls property or those with jurisdiction on adjacent property. Information for the VTCSOM was obtained from the Roanoke City Police Department, and the Virginia State Police. Individuals who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to CCPD, a member of Behavioral Intervention Team (BIT), senior dean for student affairs, or Campus Security Authority.

VTCSOM is committed to providing the members of the campus community and visitors with the safest and most secure environment possible; however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.

# VTCSOM Campus



**VTC**  
Virginia Tech Carilion  
School of Medicine and  
Research Institute

Riverside 1

Riverside 3



**CARILION CLINIC**

CarilionClinic.org | 800-422-8482

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## Reporting Procedures

### General Procedures for Reporting a Crime or Emergency

- Community members, students, faculty, staff, and guests are encouraged to report all crimes and emergencies in an accurate and prompt manner directly to the CCPD by dialing **540-981-7911**.

In response to a call, the CCPD will take action it deems appropriate. Generally, this will include dispatching an officer to the caller's location or asking the caller to report to the CCPD to file a report. Internal reports involving a student that are made to CCPD will be forwarded to the Office of Student Affairs. The senior dean or a designee is responsible for reviewing all reports and determining if the case will be referred for adjudication through the VTCSOM Medical Student Performance and Promotion Committee (MSPPC). This committee also has primary responsibility to respond to concerns regarding advancement of a student, and to enforce policies and procedures that may eventually result in dismissal from VTCSOM. For disciplinary hearings of the MSPPC, a quorum is considered a simple majority of the committee members. This number must include at least one student member.

This Annual Security Report contains information about on-campus and off-campus resources and is made available to all VTCSOM community members. The information regarding "resources" is not provided to imply that those resources are "crime reporting entities" for VTCSOM. Crimes should be reported to CCPD as described above to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### Confidential Reporting

If you are the victim of a crime, you have the right to decline to report to law enforcement. However, if you do not want to pursue action within the criminal justice system, or the VTCSOM student conduct system, you may still want to consider making a report. In cases of a crime of dating violence, domestic violence, sexual assault and stalking, you should be aware of the importance of preserving evidence. The timely collection of evidence may assist authorities in substantiating that the alleged criminal offence occurred and/or may be helpful in obtaining a protective order. It is not unusual for victims to have a change of heart in pursuing legal or conduct actions at a future time. The purpose of a confidential report is to best comply with your wishes to keep your identity confidential, and confidentiality should not be confused with anonymity. Confidentiality is limited in accordance with Virginia State law (23-9.2:15), which takes appropriate steps to insure safety of yourself and others. Additionally, the VTCSOM will maintain as confidential any accommodations or protective measures provided to the victim, to the extent of maintaining such confidentiality would not impair the ability of the VTCSOM to provide the accommodations or protective measures. With the information provided in a confidential report, authorities can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of a crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger(s). Reports filed in this manner are included and disclosed in the annual crimes statistics for the institution. To file a report, call CCPD at 540-981-7911 or contact a member of VTCSOM Administration, Student Affairs or Campus Safety Authority.

Students reporting victimization of domestic violence, dating violence, sexual assault and stalking will be provided with information pertaining to available assistance, disciplinary process and resources (Victim's Bill of Rights).

Students who would like to discuss their situations in a private environment, and share or seek information about sexual misconduct issue without making a formal complaint have a number of options. At various offices on campus and off campus students can speak to individuals who have professional legal obligations to keep communications with the students confidential. When seeking advice and support, students who are concerned about confidentiality should always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality.

Students who would like to pursue action within the criminal justice system and/or the VTCSOM student conduct system may make a formal complaint to the Title IX Liaison, senior dean of student affairs or any other Student Affairs employee or to the appropriate law enforcement agency. In the case of sexual misconduct on college property, contact the CCPD at 540-981-7911.

In addition to any law enforcement investigation, VTCSOM will investigate through annually trained Title IX Liaison to provide prompt, fair and impartial investigation and final outcome, normally within 60 days.

### **Notification to the VTCSOM Community about Reported Crimes-Timely Warning**

In an effort to provide timely notice to the VTCSOM community and in the event of a crime that may pose a serious or ongoing threat to members of the VTCSOM community, a timely warning or immediate notification will be sent to all students and employees via the e2campus notification system. All students and employees who have registered with the school's emergency notification systems (e2campus and VT Alert) will receive alerts via phone, text message, and/or email, depending on which method(s) they have requested. The warning notices may also be disseminated on the building lobby monitor at 2 Riverside Circle and through posters. These alerts will be prepared, approved, and distributed by the CCPD Chief of Police or designee. Follow-up information will be disseminated via some or all aforementioned systems, as deemed appropriate. The VTCSOM Senior Director of Administration or the Vice Dean possesses a list of designated employees that are authorized as primary and backup to utilize notification methods such as: e2campus, website, email, posters and flyers, VT system alerts, and face-to-face communications.

In the event a situation arises, either on or off campus, that in the judgment of the college administration, Behavioral Intervention Team (BIT) or CCPD, a timely warning will be made. When there is knowledge of a crime which must be reported in statistics for all campus geographic areas, a 'timely warning' will be issued. For any significant emergency or dangerous situation involving an immediate threat to the health and safety of employees, students, and visitors on campus, but not necessarily all geographic areas, an 'immediate notification' will be issued. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount information known by VTCSOM. The warning notices may also be posted for other crime classifications, as deemed appropriate by the chief of police or a designee. A daily crime log is available for review during normal business hours at the police communications center located at Carilion Roanoke Memorial Hospital, 5<sup>th</sup> Floor, and can be reached at 540-526-2531.

The information about crimes typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The information about fires typically includes the case number, date reported, date occurred, time occurred, and general location.

There is a Memorandum of Understanding (MOU) between Carilion Police and Roanoke City Police regarding communication that may warrant a timely warning for the campus community, as well as larger community.

### **Emergency Response and Evacuation Procedures**

The VTCSOM Emergency Action Plan includes information about the school's building emergency coordinators, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, crisis communications plans, and continuity of operations plans. The school conducts a minimum of one emergency response test per year. These tests may be in the form of an exercise, which could include a tabletop or functional exercise, and a drill that tests procedural operations or technical systems. The tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

CCPD officers are familiar with all aspects of the Emergency Action Plan including the Incident Command System (ICS). If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the CCPD and/or the RCPD and the Roanoke Fire and Rescue. These agencies will work with VTCSOM staff to manage the incident.

### **Notification to the VTCSOM Community about an Immediate Threat**

VTCSOM will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring in and around VTCSOM campus facilities. The CCPD Chief of Police or designee may receive information from various offices and departments on campus, or external agencies such as: VTCSOM administrators, the RCPD, the Roanoke Fire and Rescue Department, or the National Weather Service. The chief of police or designee will confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the VTCSOM community. The chief of police or designee will collaborate with the building emergency coordinator or their alternate, who will be the primary point of contact for emergencies at the 1 and 2 Riverside Circle buildings. These two individuals will work with the communications team to determine the content of the message and the appropriate segments of the community who need to receive the notification. If the threat is limited to a particular building or segment of the population, the institution may limit the message to a particular segment of the community. Trained to use the system, the chief of police or designee will initiate e2campus by using some or all of the system's capabilities described below to communicate the threat to the VTCSOM community. Without delay, and taking into account the safety of the community, VTCSOM will determine the content of the notification and initiate the notification system. If, in the judgment of the first responders, issuing such a notification will compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the notification will be canceled or suspended.

In the event of a serious incident that poses an immediate threat to members of the VTCSOM community, the school has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the VTCSOM campus community. These methods of communication are part of the e2campus notification system and the VT Alert System, which include network emails, emergency text messages that can be sent to a phone or PDA, and outgoing phone messages. The e2campus notification system is the primary communication system used to disseminate information about emergencies or dangerous situations at the VTCSOM campus. The VT Alert System is activated for emergencies primarily occurring at the Blacksburg campus or other VT

locations. However, it is recognized that the VTCSOM staff and students sometimes travel between these two campuses and should be aware of emergency situations at both locations. The weather/emergency hotline for VT is 540-231-6668.

Students and staff are strongly encouraged to go to the e2campus website at <https://www.e2campus.net/my/vtcsomri/> to register to receive emergency messages through the Emergency Notification System as well as <http://www.alerts.vt.edu/> to sign up for the VT Alert System. This is done both during M1 orientation, and M3 orientation, and periodically throughout the year.

Additionally, the VTCSOM website (<http://www.vtc.vt.edu/>) and the electronic lobby monitor at 1 and 2 Riverside Circle may be used to disseminate information pertaining to an emergency or dangerous situation on campus. There is also a fire alarm system at 1 and 2 Riverside Circle with a public announcement function, which may be used to communicate emergency notification information to the building occupants.

In addition, VTCSOM will use some or all of the following methods of communication: e2campus, website, email, posters and flyers, VT system alerts, and face-to-face communications, to provide follow-up information to the VTCSOM community following an emergency on campus. VTCSOM will post any emergency notifications on its opening home page, which can be accessed by any member of the VTCSOM community and the larger community. The VTCSOM homepage is located at (<http://www.vtc.vt.edu/>) .VTCSOM community members are encouraged to notify CCPD at **540-981-7911** (as described in the reporting procedures section of this document) of any situation or incident in or around a VTCSOM facility that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

### **Emergency Evacuation Procedures**

The instructions for evacuating the building are as follows:

All students, faculty, and staff shall evacuate the building immediately upon hearing the fire alarm in the building. Use the nearest stairwell and/or exit to leave the building.

Emergency response training sessions are given annually to students, faculty, and staff during new student orientation, new faculty orientation, and school meetings. Additionally, specific emergency response training is provided periodically to building emergency coordinators. This training comes primarily from the Virginia Tech Office of Emergency Management, Virginia Tech Police Department, and the Departments of Environmental Health and Safety Services and Facilities Services. Fire drills are scheduled through Carilion Clinic and are held annually. These drills include a test of the building emergency systems. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. During these drills students, faculty, and staff learn the types of evacuations, building emergency system components, and locations of the emergency exits in the building. The drills also provide guidance about the direction they should travel when exiting the building. During evacuations, guidance may be provided by CCPD personnel, building management personnel and Roanoke City first responders. Students, faculty, and staff receive information about evacuation and shelter-in-place procedures during their annual training meetings and during other educational sessions that they can participate in throughout the year.

## **Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to “shelter-in-place” means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even more secure and comfortable until it is safe to go outside.

### **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings including your purse, wallet, VTCSOM ID Card, etc., and follow the evacuation procedures for your building. In an incident you should close your door, proceed to the nearest exit, and use the stairs instead of the elevators. Once you have evacuated, proceed to the pre-designated evacuation point or to a safe location. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources but will most likely be via the building public address system (PA). Other methods of notification may include the VTCSOM Emergency Notification Systems (e2campus & VT Alerts), which delivers emergency information to students, faculty, and staff via several possible channels, including text, phone and email; building emergency coordinators; RCPD or the Roanoke Fire and Rescue personnel; or Roanoke City government agencies/officials. The 1 and 2 Riverside Circle buildings are equipped with a PA system which may be used to direct occupants to shelter-in-place.

### **How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need arise listed below are the generally acceptable principles that should be followed unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - an interior room;
  - above ground level;
  - without windows or with the least number of windows;
  - if there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able.

6. Make a list of the people with you and ask someone to call the list in to CCPD at **540-981-7911**
7. If possible, turn on a radio or TV and listen for further instructions.
8. Remain calm and make yourself comfortable.

### **How to “Secure-in-Place”**

In case of a report of violence or an active assailant, the following are the listing of the guiding principles:

- Secure the room or building by locking or barricading the door.
- Call the Carilion Police at 540-981-7911
- Close blinds, block windows, silence cell phones, and stay quiet
- Stay behind solid objects, such as desks.

## **Security and Access to Campus Facilities**

### **Academic and Administrative Buildings**

The VTCSOM is part of the City of Roanoke. Although all entrances to the building have either police officers or receptionists and proximity card controlled access, it is impossible to monitor every one of those areas all the time. Unauthorized individuals could possibly gain entrance if they are determined to thwart the security of the school by timing their entries behind other entrants, asking someone to hold a door open, or something similar. Visitor passes are issued when guests are signed in, and visitors are signed out upon departure from the facility. Police are stationed within the facility 24 hours a day, 7 days a week, and 365 days a year. After normal business hours, from 5pm-7am, the building is only accessible by proximity card reader. Access to the building is also controlled during normal business hours by an access monitor at the front desk. CCPD officers do provide security patrols of the VTCSOM building, parking garages and parking lot. For more information about the access protocol, either see the building manager, Chief of Staff, or contact the CCPD and Security Department at 540-981-7516.

### **Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The VTC maintenance staff, which reports to the Carilion Clinic Property Maintenance Office regularly inspects all VTCSOM facilities to assess and initiate repairs of malfunctioning lights and other unsafe physical conditions. Other members of the VTCSOM community are helpful when they report equipment problems to the VTC Maintenance Staff.

### **Education of Members of the College Community**

CCPD conducts programs related to security risk assessments, crime prevention talks, and security awareness.

Campus security and emergency procedures are discussed at new student orientations held at the start of every fall semester. When requested by VTCSOM community, groups such as students and employees of the school, CCPD officers participate in conducting appropriate educational programs in crime prevention, general security, and safety awareness. During these presentations, the following information is typically provided: crime prevention tips, statistics on crime at VTCSOM, and information regarding campus security procedures and practices. This includes encouraging participants to be responsible for their own security/safety and for the security/safety of others on campus. VTCSOM participates in security awareness, emergency response, sexual assault, and-crime prevention programs in conjunction with CCPD, Human Resources Education, and Jefferson College of Health Sciences.

### **Responsibilities of the VTCSOM Community**

Members of the VTCSOM community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

1. Report all suspicious activity to the CCPD immediately. Please use blue light phones to call police escorts at 540-981-7911. Blue light phones, or emergency boxes, are located in the parking area under the 2 Riverside (2), outside 1 Riverside (1), between 2 Riverside and the parking garage (1), and on the each floor of the garage (2 per floor).

2. Never take personal safety for granted.
3. Try to avoid walking alone at night.
4. Limit your alcohol consumption and leave social functions that get too loud, too crowded, or that have too many people drinking excessively or are engaging in illegal activity. Remember to call the CCPD for help at the first sign of trouble.
5. Carry only small amounts of cash.
6. Never leave valuables (wallets, purses, laptops, phones, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Always lock the door to your office/laboratory when you are not there.
9. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.

## Alcohol and Drug Policies

### Drug-Free Schools and Communities

In accordance with the federal Drug Free Workplace Act of 1988, the federal Drug Free Schools and Communities Act of 1989, the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, and the Carilion Clinic Drug-free Workplace Policy, it is the policy of VTCSOM that the unlawful or unauthorized manufacture, sale, distribution, dispensation, possession or use of alcohol and illicit drugs by students on VTC property or as part of any VTC activity is prohibited, unless alcohol is provided at an official function by an authorized vendor. VTCSOM's alcohol policy can be found in the student handbook. This includes prescription medications that are being used any way other than to how they were prescribed. Any student who violates this policy is subject to disciplinary action up to and including referral to the MSPPC for violation of the Honor Code, Attributes of the Professionalism and/or Teacher-Learner Compact referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program. The failure of VTCSOM community members to comply with this requirement could result in the loss of federal funds to the school.

In compliance with federal law, VTCSOM seeks to educate students about the potential negative consequences, including health risks, associated with the abuse of alcohol or drugs. VTCSOM also provides referrals and support for students for counseling, treatment, and rehabilitation services for drug or alcohol problems. Students who feel they are experiencing a problem with drugs or alcohol can self-refer to counseling services for a confidential assessment. The counselor will then determine the appropriate resources for the student and refer them to a program or provider.

For a mandatory referral (violation), the student must comply with the determination of the MSPPC regarding the terms of the referral, how the student will be monitored through treatment, and the after-care plan for them.

Students are also eligible for the services of the Virginia Tech VT Campus Alcohol Abuse Prevention Center. An online alcohol prevention course entitled "AlcoholEdu" is available for all students at: <http://www.dsa.vt.edu/onlineprograms/index.php>

Further information on the VT Campus Alcohol Abuse Prevention Center resources and services can be found at: [http://hokiewellness.vt.edu/Families/Alcohol\\_Abuse\\_Prevention.html](http://hokiewellness.vt.edu/Families/Alcohol_Abuse_Prevention.html)

Other resources available for students experiencing problems with drugs and/or alcohol include:

- Alcohol and Drug Abuse Helpline, 1-800-ALCOHOL [252-6465]
- Al-Anon/Alateen, 1-888-4Al Anon [425-2666]
- Alcoholics Anonymous (AA), (540) 343-6857 or [www.aa.org](http://www.aa.org)
- Center for Substance Abuse Treatment
- National Drug Treatment Referral Routing Service, 1-800-662-HELP (4357)
- Narcotics Anonymous (NA), 818-773-9999 or [www.na.org](http://www.na.org)
- National Clearinghouse for Alcohol and Drug Information (NCADI), 1-800-729-6686 or [www.health.org](http://www.health.org)
- RESPOND, 24-hour Assessment and Referral System and Crisis Line, (800) 541-9992
- CONNECT, the 24-hour emergency evaluation and referral service provided by Carilion Clinic, (540) 981-8181.

All new hires are provided with the VTCSOM Drug and Alcohol Policy, which is detailed in writing as a VTCSOM policy. VTCSOM intends to maintain compliance with the federal Drug-Free Schools and Communities Act of 1989.

The school does not condone violations of laws proscribing the possession, use, or sale of alcoholic beverages and the possession, use, sale, manufacture, or distribution of controlled substances and illegal drugs. CCPD concurrently enforces federal, state, and local laws and ordinances regarding alcohol and drug law violations. Alcohol is not permitted in the building without an ABC license to distribute alcohol.

## **Response to Sexual Assault**

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, however slight, whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; attempted forcible sodomy without consent; 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 permission regarding willingness to engage in (and the condition of) sexual activity.

### **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 a 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.

Domestic violence and consent have clear and specific definitions, where dating violence and stalking do not. Dating violence and stalking crimes are determined on case-by-case basis. When these two crimes are brought to the attention of school's authorities, for the purpose of reporting and disciplinary action, it will be the responsibility of the BIT to determine outcomes based on answers to the crime definitions, along with the following, using preponderance of evidence standard.

**Dating Violence:**

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved

**Stalking:**

- the contact is repeated and unwanted
- the contact causes the other person reasonable expectation of imminent physical harm or emotional distress (fear) or
- the contact causes substantial impairment of the other person's ability to perform daily activities

**The VTCSOM Student Code of Conduct**

VTCSOM is committed to creating and maintaining a work and study environment free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or that creates an intimidating, hostile, or offensive work or academic environment. Sexual harassment is inconsistent with the school's commitments to excellence and to a community in which mutual respect is a core value and is a violation of VTCSOM's Honor Code, Attributes of Professionalism and/or Teacher-Learner Compact. Students may make complaints of sexual harassment through the Learning Environment Academic Committee (LEAC) if they feel their learning environment has been disrupted as a result of the treatment. Reports of sexual harassment, domestic violence, gender or racial discrimination or any other concern covered by the Title IX may be reported to the Title IX Liaison or any other responsible employee. Also, a violation of the sexual harassment policy is punishable through the VTCSOM MSPPC, criminal and/or civil action, and/or Carilion Clinic personnel policies and procedures. VTCSOM's harassment policy can be found in the Student Handbook of the website at [http://medicine.vtc.vt.edu/student\\_affairs/handbook/](http://medicine.vtc.vt.edu/student_affairs/handbook/). Sexual harassment and assault are covered in this policy. Rape and all forms of sexual assault by and against students are violations of VTCSOM's Sexual Misconduct and Interpersonal Violence policy

**Male Victims**

While most victims of sexual assault are women, some men are also victims. Male victims at VTCSOM receive the same services as women. Emotional support, counseling about options, and information about resources related to legal issues and medical treatment are available to assist all victims recovering from sexual assault.

**Prevention and Education Programs**

Programs and information about sexual assault awareness are available through the Office of Counseling and Wellness Services. General safety procedures, which include sexual assault awareness, are covered during orientations, programs and educational opportunities through CCPD and Human Resources Education, and programs with Jefferson College of Health Sciences, such as The Red Flag Campaign, Take Back The Night, Fear2Freedom, and Bystander Training.

## **Title IX**

Title IX of the Education Amendments of 1972, as amended in 2011; Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) are protected by Title IX regardless of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, or gender identity (including transgender status).

It is the policy of VTCSOM to comply with Title IX, which prohibits discrimination on the basis of sex, including, but not limited to, sexual harassment and sexual violence in the school's educational programs and activities. Title IX also prohibits intimidation, coercion, or retaliation against individuals for engaging in activities protected by Title IX including asserting claims of sex discrimination. VTCSOM has a designated Title IX Liaison, who can be reached at [halane@carilionclinic.org](mailto:halane@carilionclinic.org) or 540-526-2505. Title IX complaints, grievances, or inquiries concerning Title IX may be directed to that Title IX Liaison by student or any responsible employee. If for some reason there is perceived to be a conflict of interest by doing so, a report should be made directly to the chair of the MSPPC or by consulting the ombudsperson. A person may also file a written complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [OCR@ed.gov](mailto:OCR@ed.gov) or calling 1-800-421-3481.

### **Guidelines for Assistance for Students, Employees, and Guests of VTCSOM**

#### **1. IF YOU ARE RAPED OR SEXUALLY ASSAULTED:**

- **Get to a safe place** as soon as you can.
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- **Get medical attention** as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may later wish to take legal action.
- **Contact the CCPD** at 540-981-7911 to file a police report.
- **Talk with an advocate or a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support. Dr. Heidi Lane can be reached at 540-526-2505 or at [halane@carilionclinic.org](mailto:halane@carilionclinic.org), she is the VTCSOM advocate for those who suffer from sexual assault. You can be assisted by campus authorities in notifying law enforcement authorities if so choose, and assistance in obtaining orders of protection, 'no-contact' orders, restraining orders, or similar lawful orders.
- **Contact someone you trust** to be with you and support you.

## **Past Abuse**

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

## **2. MEDICAL TREATMENT:**

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately and ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

### **Immediate Emergency Services**

A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is typically performed by an emergency department physician or gynecologist. A nurse is typically present throughout the procedure, and a support person of your choice can also be present.

### **Non-Emergency Medical Procedures**

Even if you do not have evidence collected at the hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy.

## RESOURCES: COUNSELING AND EMOTIONAL SUPPORT

### On-Campus

The Director of Counseling and Wellness is Dr. Jennifer Slusher (jjslusher@jchs.edu). Her office is on the 4th floor of the Jefferson College of Health Sciences (JCHS) building and her phone number is 540-985-8502.

The counseling and wellness office can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call the Counseling and Wellness Office for information. Counselors will not reveal your identity to anyone without your permission. Students may be seen on an emergency walk-in basis if space or a counselor is available, or by appointment.

All staff and faculty members are encouraged to contact the School's Employee Assistance Program EAP through Carilion Clinic, for counseling, if necessary. The EAP is available at 800-599-2537 or online at carilionclinic.com. Dr. Heidi Lane, volunteer advocate, is available for counseling, as well.

### Off-Campus

Virginia Sexual and Domestic Violence Action Alliance

[www.vsdvalliance.org](http://www.vsdvalliance.org) or 1-800-838-8238 provides resources for confidential hotlines and other information for sexual assault and rape, as well as advocacy services 24 hours a day, seven days a week, and free short-term individual and group counseling.

Sexual Assault Response & Awareness (SARA)

3034 Brambleton Ave. SW  
Roanoke, VA 24015  
540-981-9352 (Hotline)

### REPORTING TO VTCSOM TO INITIATE THE JUDICIAL/DISCIPLINARY PROCESS UNDER THE CODE OF CONDUCT

A student can report a sexual assault to the senior dean for student affairs, Title IX Liaison, CSA or CCPD. If the report alleges the perpetrator was associated with VTCSOM, a report will then will be forwarded to the proper department for adjudication.

- a. For allegations of a student sexually harassing another student, the process outlined by the Violations of the SEPCP and/or Teacher-Learner Compact and the Sexual Misconduct and Interpersonal Violence policy will be followed.
- b. For allegations of a student being sexually harassed by a resident physician, the behavior will be addressed with the pertinent residency program director through the Designated Institutional Official (DIO) of the facility in which the alleged harassment occurred, and will be reported to the Senior Dean for Student Affairs at VTCSOM for investigation.

c. For allegations of a student being sexually harassed by a faculty member, the protocol as outlined in the Allegations of Student Mistreatment will be followed. The allegations of student mistreatment is covered in the faculty handbook, page 37, Part III.e.

d. For allegations of a student being sexually harassed by a staff or other employee of the school or affiliated institutions, the student should follow reporting guidelines outlined in the Sexual Misconduct and Interpersonal Violence policy.

Faculty and staff should report harassment or sexual assaults either directly to the chief of staff or the Office of Human Resources. A victim of harassment or sexual assault is strongly encouraged to contact the Office of Human Resources. If a member of VTCSOM is sexually assaulted by another member of the VTCSOM community, there are disciplinary processes available at the school, outlined in the faculty handbook and the Carilion employee Guide.

a. If a member of the faculty or staff experiences or witness sexual or other unlawful harassment or assault in the workplace, he or she should immediately report it to the senior dean for faculty affairs or the chief of staff, respectively, or his or her supervisor. If the senior dean for faculty affairs, chief of staff or supervisor is unavailable, or if it would be inappropriate to contact that person, the office of human resources must be immediately contacted. If the perpetrator is the victim's supervisor, the conduct must be reported to the chief of staff or the office of human resources. Concerns may be raised and reports made without fear of reprisal or retaliation.

b. If the accused is a student, the judicial system as described in the Sexual Misconduct and Interpersonal Violence policy would apply. Faculty and staff may have a support person with them when filing the report. NOTE: Reporting an incident is a separate step from choosing to proceed with the judicial process. When a report is filed, there is no obligation to continue with the judicial process. An individual can choose whether or not to participate in proceedings at any point. The reasons for reporting to VTCSOM are:

(1) to take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety;

(2) to seek justice through the school's judicial system for the wrong that has been done to an individual; and;

(3) to have the incident recorded for purposes of reporting statistics about incidents that occurred at VTCSOM.

(4) To comply with Title IX laws

### **SCHOOL DISCIPLINARY ACTION**

If the accused is a student, the judicial system as described in the Sexual Misconduct and Interpersonal Violence policy would apply. If the accused is a staff or faculty member, the disciplinary process described in the employee handbook [http://insidecarilion.org/system/files/employee\\_guide.pdf](http://insidecarilion.org/system/files/employee_guide.pdf), and the faculty handbook, respectively, would apply. These procedures should be reviewed before a formal complaint is filed.

Disciplinary procedures will provide both the complainant and accused the opportunity for a prompt, fair and impartial investigation and proceeding, from the initial investigation to the final results and that: it is conducted by officials trained annually on investigations, procedures, victim safety, and accountability as they relate to the issues of dating violence, sexual assault and stalking; officials shall use the preponderance of evidence standard (more likely than not the allegation by the complaint is true); and both the accuser and the accused have the right to have an advisor of choice present during an institutional proceeding and any related meeting outlined in the VTCSOM Student Handbook and with restrictions to the extent to which the advisor may participate in the proceedings, applying equally to both parties; and both the complainant and accused student are entitled to be informed in writing of the final results, nearly simultaneously, within two business days of such outcome being reached.

A complaint shall be prepared in writing to the senior dean for student affairs or designee, as soon as possible after the event takes place, preferably within five (5) business days. The senior dean for student affairs or designee shall determine the appropriate method for hearing violations, including composition of the Hearing Board. Proceeding outlines can be found in the Student Handbook.

Charges shall be presented to an accused in writing, normally not fewer than five (5) nor more than fifteen (15) calendar days after accused has been notified. There is no fixed time frame under which an investigation must be completed. However, the investigation must be conducted in a fair and impartial timely manner designed to provide all parties with resolution.

Even if the accused withdraws from school or fails to appear while the disciplinary matter is pending, the conduct proceeding will continue to conclusion.

Final result decisions, including imposed sanctions shall be communicated in writing, nearly simultaneously to the complainant and accused, within two (2) business days. A decision or sanction may be appealed if one of the following grounds proves to apply: the proceeding was not conducted fairly, significant information was not available at the time of the proceeding, or that the sanction imposed was inappropriate. An appeal must be made in writing five (5) business days of receipt of decision or sanction to the senior dean for student affairs or the appropriate appellate authority. The decision of the senior dean for student affairs or the appellate authority will be final.

The list of possible sanctions that may be imposed following the result of any disciplinary proceeding include permanent dismissal/expulsion, suspension, disciplinary probation, admonition/warning, restitution, loss of privileges, behavior contract, educational assignment, work assignment/community service, fines, revocation of admission and/or degree, withholding degree and mental health assessment and transcript notation.

Allegations constituting a criminal offense may be referred to appropriate law enforcement authorities for prosecution. Proceedings at the school will not be subject to challenge on grounds that a civil or criminal charge involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved, or that such proceeding constitutes a double jeopardy. A proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Under the law, no one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising these rights and responsibilities.

### **Violence or Threats of Violence (Students)**

Students should immediately report violence or a threat of violence to the VTCSOM senior dean for student affairs, or if time is of the essence, to any staff or faculty member available at the time of the incident. If any student believes his or her life or person is in immediate danger of harm, he or she should contact CCPD at 540-981-7911 immediately. Any threat of violence about which the school becomes aware will be investigated. The school will follow the processes and procedures as set forth in the VTCSOM Student Code of Conduct.

### **Violence or Threats of Violence (Employees)**

Faculty and staff should immediately report violence or threats of violence, both direct and indirect, to a supervisor and/or to the senior dean for faculty affairs (for faculty), CCPD, the chief of staff or office of human resources (for staff) at the earliest possible time. Reports should be as specific and detailed as possible. VTCSOM will promptly and thoroughly investigate all reports of violence or threats of violence. Reports of incidents may be made anonymously. The identity of the individual making a report will be protected as much as is practical and information will be disclosed to others only on a need to know basis in order for the VTCSOM to investigate the matter and enforce this policy.

During the course of an investigation, VTCSOM may suspend employees, either with or without pay. Any employee who is found to have violated this policy will be subject to disciplinary action, up to and including termination, and may be subject to criminal prosecution. Non-employees found to have violated this policy may be reported to the proper authorities.

### **Sexual Assault (Students)**

Students found to have committed a sexual assault are subject to the following disciplinary sanctions: disciplinary probation, disciplinary suspension, financial restitution, alternative sanction (*e.g.*, community service, restricted access to school programs, activities, services, facilities, etc.), psychological assessment, and/or expulsion. Pursuant to the School's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during a hearing. Students who allege sexual assault by a member of the VTCSOM community may request a change in their academic situations on campus after the alleged incident takes place if such changes are reasonably available and appropriate. Finally, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

### **Sexual Assault (Employees)**

VTCSOM will not tolerate conduct that harms, threatens to harm, intimidates, or coerces members of the faculty, staff, student body, or VTCSOM business partners. All members of the school community are prohibited from making threats or engaging in violent behavior of any nature. Employees found to have committed a sexual assault may be suspended or terminated, and may be subject to criminal prosecution.

VTCSOM will, upon written request, 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 the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

### **CRIMINAL INVESTIGATION AND CHARGES**

If the victim of an assault wants to press criminal charges, he/she should contact the CCPD. A member of the CCPD will assist a victim in notifying the RCPD, upon request.

### **Sex Offender Registry**

The federal "Campus Sex Crimes Prevention Act", enacted on October 28, 2000, went into effect October 28, 2002. The law 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 the sex offender registry can be found at <http://sex-offender.vsp.virginia.gov/sor/>.



Police Department  
 Carilion Roanoke Memorial Hospital- 5 North  
 1906 Bellevue Avenue  
 Roanoke, Virginia 24014  
 540-981-7911

Virginia Tech Carilion School of Medicine and Research Institute

Offense Type	On Campus			Non Campus			Public Property			Year Total			Residential		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex Offenses-Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Arson	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Illegal Weapons Possessions Referred	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Illegal Weapons Possessions Arrests	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

No hate crimes were reported in 2017

## Appendix 1

### Definition of Offenses for Clery Act

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

#### SEX OFFENSES – FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his or her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

#### SEX OFFENSES - NON-FORCIBLE

Unlawful, non-forcible sexual intercourse.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

#### Offenses as Per the Uniform Crime Reporting Handbook:

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

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

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

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

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

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** 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. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crime:** VTCSOM reports Clery crimes according to categories of bias that may have motivated, in whole or part, the offender to perpetrate the crime against a person or property. Under Clery, the categories of bias include race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability. A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Before an incident can be classified as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. It is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a hate crime. Even if the offender was mistaken about the victim's disability, ethnicity, national origin, gender, gender identity, race, religion, and sexual orientation, the offense is still a hate crime as long as the offender was motivated by bias against that group. For Clery, hate crimes include any following offense of bias included in the following crimes: murder, non-negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

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

## **Appendix 2**

### **Geography definitions from the Clery Act:**

#### **On-Campus –Defined as:**

(1) 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

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

#### **Non-Campus Building or Property– Defined as:**

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

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

**Public Property– Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The VTCSOM crime statistics do not include crimes that occur in privately owned homes or businesses around VTCSOM facilities.

#### **Procedures for Preparing the Annual Disclosure of Crime Statistics**

In compliance with the Clery Act, reports from the university community (CSAs and Judicial Referrals) and local law enforcement agencies are compiled and published annually by the Carilion Clinic Police Department. This report explains public safety and security policies in effect at the VTCSOM. It summarizes crime reporting procedures, crime prevention programs, and other services available to the campus community. Crime statistics for 2016 and the previous two calendar years are provided, including information regarding number of arrests made and types of criminal offenses that occurred during these time periods. It should be noted that the crime statistics included in this publication are gathered for buildings owned or controlled by VTCSOM and used for educational purposes.

### **Appendix 3:**

#### **Non-Campus locations that students frequent (Not controlled or owned by VTCSOM)**

**Carilion Roanoke Memorial Hospital (CRMH)** – CRMH is owned and controlled by Carilion Clinic and is not reportable under the Clery Act. Students do frequent CRMH to participate in their third and fourth year rotations. The ground floor is frequently used by students due to the Java The Hut Café bar and other vending and cafeteria options that are available to them on the third floor.

**Carilion Wellness Roanoke/Botetourt Athletic Club (BAC)** – Students are provided with membership to the RAC and the BAC as part of their tuition and fees. Students do frequent both the RAC and the BAC. The RAC and the BAC are not owned or controlled by VTCSOM. Carilion Clinic owns and controls the RAC and the BAC.

**Riverside Complex at Carilion Clinic** – The Riverside Complex is owned and controlled by Carilion Clinic and is not reportable under the Clery Act. Students do frequent all four floors of Riverside 2, and the first floor of Riverside 1 to participate in third and fourth year rotations and to liaise with core faculty and the admissions staff of VTCSOM.

**Jefferson College of Health and Sciences (JCHS)** - VTCSOM shares the state-of-the-art Virginia Intercollegiate Anatomy Laboratory located on the eight floor at the JCHS. Students also frequent the testing center located on the first floor of JCHS. JCHS is owned and operated by Carilion Clinic.

**Salem Veterans Administration Medical Center (Salem VAMC)** – Carilion Clinic has an affiliation agreement with Salem VAMC as an additional site for training. Students frequent Salem VAMC to participate in their third and fourth year rotations. Salem VAMC is not reportable under the Clery Act.