

Bon Secours Memorial College of Nursing



2020 ANNUAL SECURITY REPORT

Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Bon Secours Memorial College of Nursing ("College" or "BSMCON") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

This report is prepared by the Dean of Administration in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting the Dean of Administration at 8550 Magellan Parkway, Suite 1100 Richmond, VA 23227. The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The Campus Security Department is responsible for campus safety at the College.

The College contracts with the Henrico County Police Department (HCPD) to provide off-duty police coverage for early morning and late evening security. These off-duty police officers make up the College's Campus Security Department. Therefore, members of the Campus Security Department are commissioned law enforcement officers. They have the authority to make arrests and carry firearms. The department's jurisdiction covers all of the College's property and the neighborhoods surrounding the campus.

The College has a written secondary employment agreement with the HCPD, which is renewed annually. This agreement sets the terms of the relationship between the College and the HCPD's off-duty officers. Under this agreement, HCPD's off-duty officers are to ensure state and local laws as well as the College's safety and security policies are enforced within and around the campus.

Campus Security Authorities

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Dean of Administration at 804-627-5306
- Dean of Student Services at 804-627-5327
- Associate Dean of Student Services at 804-627-5139
- Student Services Coordinator at 804-627-5390
- Student Success Director at 804-627-5335
- Dean of Academic Affairs at 804-627-5344
- Associate Dean of Academic Affairs at 804-627-5352
- Pre-Licensure BSN Program Chair at 804-627-5351
- Post-Licensure RN-BSN and Distance Education Chair at 804-627-5393
- Dean of Clinical Simulation and Learning Center at 804-627-5405
- Clinical Simulation and Learning Center Technical Coordinator at 804-627-5345
- Building Coordinator at 804-627-5388
- College Receptionist at 804-627-5300
- Off-Duty Police Coordinator at 804-627-5300
- Information Technology Director at 804-627-5457

Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- All crimes occurring on or near College property should be reported immediately to the Dean of Administration or a Campus Security Authority identified above during business hours. The number to contact is 804-627-5300. Outside of regular business hours (8am-5pm), The local Henrico Police Department should be contacted at 804-501-5000.
- Crimes and other emergencies may be reported online through the College's website by logging onto <https://www.bsmcon.edu/report-crime> and following the instructions, including anonymous reporting.
- If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 9-911 from a house telephone or 911 from a mobile phone.
- Once reported on campus or online, the individual reporting may also be encouraged to report the situation to the appropriate police agency. If requested, a College staff member will assist in making the report to police.

Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

The College Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Dean of Administration or any Campus Security Authority. Any member of the campus community who is the victim of a crime and does not want to pursue action within the College system or the criminal justice system may still want to consider making an anonymous report. The purpose of an anonymous report is to comply with the wish to keep the identity of the complainant private, while taking steps to ensure the future safety of everyone on campus. With such information, the College can keep an accurate written record of the number of reported incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College and reported in the Annual Security Report. All crimes may be reported by calling the Henrico County Police Department at 804-501-5000 or by logging onto the College's website at <https://www.bsmcon.edu/report-crime> where a Campus Security Authority (CSA) reporting form or an anonymous report can be completed and submitted to the Dean of Administration who also serves as the Campus Safety Administrator.

Faculty, staff, and students may also contact the My Life Expert Student Assistance/Wellness Program. Information regarding this program can be obtained from the Director of Student Success.

The College does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Security of and Access to Campus Facilities

BSMCON building access hours are posted on the College website (<https://www.bsmcon.edu>) and are updated regularly. Student access to the BSMCON main campus on Magellan Parkway is through their College-issued access cards and is limited to 7am through 5pm, Monday through Friday. Outside of these hours, students are required to enter through the main entrance. Access to the Shrader Road building requires students to be buzzed in by the Receptionist upon arrival. The Shrader Road building hours are 7am through 5:30pm, Monday through Friday. Faculty and staff - also referred to as associates throughout this report - access to the two buildings is enabled through College-issued access cards and is available 7am through 7pm at the Magellan Parkway building and 8am through 5pm at the Shrader Road building, Monday through Friday. If necessary, the Dean of Administration in collaboration with the appropriate College leaders may adjust building hours to better suit a specific need(s). After-hours access to BSMCON buildings is limited to faculty, staff, students, and contractors who have been properly authorized in advance to enter a given building or set of buildings.

All building hours for the Magellan Parkway and Shrader Road buildings are posted on the College website and updated regularly as needed. More details about College buildings access can be found in the policy ADM 9.08 Building Access, which is listed in the Appendix and may also be found on the BSMCON's policies webpage available at <https://www.bsmcon.edu/college-catalog-policies>. It must be noted that building hours and building operations were adjusted in order to adhere to safety guidelines resulting from the COVID-19 pandemic. Adjustments included the use of a single entranceway for all building patrons and the closure of both buildings on weekends. Room capacity within each building was also reduced to 33% of their maximum capacity in an effort to adhere to social distancing guidelines.

Students and associates are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others.

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or access cards to non-students and do not leave them unattended.
- Do not give access cards to anyone who does not belong to the campus community.

Keys to the offices, laboratories, and classrooms on campus will be issued to associates only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Associate and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

Security Considerations in the Maintenance of Facilities

The Campus Security Department works with the Building Coordinator to identify maintenance issues on campus that may be safety hazards. Safety checks are completed to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. The Building Coordinator regularly checks to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The College provides "Critical Incident" training during new BSN student orientation each semester. This training is facilitated by an off-duty Henrico County Police Officer. Topics covered during the training include active shooter, active assault, edged weapons,

explosions/fire, suicide, and domestic violence issues. Additional information as well as policies related to Title IX, Clery Act, Violence against Women Act, The Campus Sexual Violence Elimination Act, and Substance Abuse Prevention are provided to students during orientation.

Twice a year in September and February, associates are provided with training on safety and security through the monthly Campus Forum. Topics covered during the September training – which is also facilitated by an off-duty Henrico County Police Officer – include vehicle and parking lot safety, building security, active shooter, and crime victim resources. In February, associates are provided with Title IX training, which is led during the monthly Campus Forum by a legal counsel who advises the College on higher education issues. All BSMCON associates are required to attend both of the above safety and security training sessions.

Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

Drug and Alcohol Policy

The College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the possession, use, and sale of alcohol beverage on campus or as any part of the College's activities, unless it is done so in accordance with applicable College policies, and it also enforces the state's underage drinking laws. The College will impose appropriate disciplinary sanctions, up to and including suspension or dismissal from the College, upon any student found to be in violation of this policy.

The College also enforces federal, state, and local drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the College's activities. Violators of the College's policies or federal, state, and local laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

The College will report any student suspected of violating these laws to the proper legal authorities. A student found to be in violation of these laws may be subject to substantial legal penalties, including fines, imprisonment and loss of federal benefits, as well as disciplinary sanctions from the College.

Federal Drug Laws

Denial of Federal Benefits (21 U.S.C. 862) A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

Forfeiture of Personal Property and Real Estate (21 U.S.C. 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. 841) Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 860) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

Federal Drug Possession Penalties (21 U.S.C. 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

Drug and Alcohol State Laws

Category	Summary (Virginia Code)
Possession of Marijuana	Any person who is in possession of marijuana is guilty of a misdemeanor and will be imprisoned for a term of not more than 30 days and/or fined not more than \$500. <i>See</i> Va. Code Ann. § 18.2-250.1. As the amount of marijuana increases, the crime classification becomes more severe and related penalties increase.
Controlled Substances	Virginia statutes cover a wide range of offenses related to controlled substances. <i>See</i> Va. Code Ann. §§ 18.2-247 – 18.2-264. Penalties for the possession and delivery of illegal drugs include prison sentences and

Category	Summary (Virginia Code)
	<p>monetary fines. These vary widely by the type of drug, amount confiscated, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. Distribution of certain drugs to persons under 18 and sale or manufacture of drugs on or near certain properties carry enhanced penalties. <i>See</i> Va. Code Ann. § 18.2-255 and Va. Code Ann. § 18.2-255.2.</p> <p>As an example, any person who knowingly manufactures, sells, gives, or distributes any anabolic steroid may be sentenced to a term of imprisonment up to 10 years and a fine of up to \$20,000.</p>
Alcohol and Minors	<p>No person under the age of 21 may lawfully consume, purchase, or possess any alcoholic beverage unless in a private residence where he or she is accompanied by a parent/guardian or spouse who is 21 years of age or older. <i>See</i> Va. Code Ann. § 4.1-305. Use of an altered, fictitious, facsimile, or simulated form of identification to establish a false age in order to purchase or consume alcohol is unlawful. <i>Id.</i> Both of these offenses constitute Class 1 misdemeanors and are punishable by a minimum fine of \$500 or at least 50 hours of community service, as well as a license suspension between 6 months and 1 year (depending on the age of the offender). <i>Id.</i></p>
Driving While Intoxicated (DWI)	<p>A person is guilty of driving while intoxicated if they have a blood or breath alcohol concentration of 0.08 grams. <i>See</i> Va. Code Ann. § 18.2-266. The offender will be guilty of a Class 1 misdemeanor with a mandatory minimum fine of \$250. <i>See</i> Va. Code Ann. § 18.2-270. The offender will be required to have a vehicle interlock system for no less than 6 consecutive months without alcohol-related violations. <i>See</i> Va. Code Ann. § 18.2-270.1. The offender's license will also be suspended for 1 year. <i>See</i> Va. Code Ann. § 18.2-271</p>

Drug and Alcohol Abuse Prevention Program

The College is committed to maintaining a healthy and substance abuse-free environment that promotes the safety and welfare of students, patients, associates, and visitors. The abuse of alcohol and/or the use of illegal drugs are known to cause harmful physical, mental and psychosocial effects, and may render an individual unable to perform the essential functions of a student nurse in a safe and competent manner.

In addition to the annual distribution/posting by the College of written materials relating to substance abuse prevention and treatment, the College periodically presents programs on the subject to its students. The College's efforts at substance abuse prevention are evaluated on a biennial basis to determine effectiveness and need for revision.

Students with alcohol- or drug-related problems may be referred to or seek assistance from the My Life Expert Student Assistance/Wellness Program, which can provide confidential consultation and referral to students with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available in the Office of Student Success. The Bon Secours Mercy Health (BSMH) LifeMatters program can provide free, confidential counseling and assistance with substance abuse and other issues to College associates.

Notwithstanding the foregoing, a student who has completed a qualified rehabilitation program as set forth above must remain drug/alcohol free during the remainder of his or her enrollment at the College. A student's failure to do so may, at the College's discretion, result in immediate dismissal.

The College's faculty and staff must comply with the Bon Secours Mercy Health's (BSMH) policy on Associate Substance Abuse. Any student who works for pay at BSMH shall be governed by the Employee Substance Abuse policy in addition to this Drug and Substance Abuse policy. Each policy defines the independent obligations of students to address this problem and shall constitute independent obligations of such student.

For more information, see below.

- Student alcohol/drug policy: [ADM 9.09: Student Drug and Substance Abuse](#)
- Associate alcohol/drug policy: Drug & Alcohol-Free Workplace Policy (available on BSMH's intranet HR ServiceNow or through request to the Dean of Administration)
- Alcohol/drug webpage: <https://www.bsmcon.edu/index.php/drug-and-alcohol-abuse-prevention>
- Biennial review of the College's drug and alcohol abuse prevention program: Report available on College's Policy Committee's minutes through request to the Dean of Administration.

The College recently purchased a license for SafeColleges, which is an application that will allow students and associates to conveniently meet the Clery Act training requirements around drug and alcohol abuse prevention. SafeColleges' implementation is in progress and expected to be complete by the start of the Spring 2021 semester.

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- ADM 9.06 - Title IX Sexual Harassment: <https://www.bsmcon.edu/index.php/policies>
- ADM 3.05 – Student Conduct – Rights and Responsibilities: <https://www.bsmcon.edu/index.php/policies>

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program:

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Virginia Code)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Virginia law does not define the term dating violence.
Domestic Violence	<p>The institution has determined, based on good-faith research, that Virginia law does not define the term domestic violence.</p> <p>However, Virginia law provides the following:</p> <ul style="list-style-type: none"> • Va. Code Ann. § 18.2-57.2: Any person who commits an assault and battery against a family or household member is guilty of a Class 1 misdemeanor. • Va. Code Ann. § 16.1-228: "Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.
Stalking (Va. Code Ann. § 18.2-60.3)	Any person, except [certain caveats established by statute], who on more than one occasion engages in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member is guilty of a Class 1 misdemeanor. If the person contacts or follows or attempts to contact or follow the person at whom the conduct is directed after being given actual notice that the person does not want to be contacted or followed, such actions shall be prima facie evidence that the person intended to place that other person, or reasonably should have known that the other person was placed, in

Crime Type (Virginia Code)	Definitions
	reasonable fear of death, criminal sexual assault, or bodily injury to himself or a family or household member.
Sexual Assault	The institution has determined, based on good-faith research that Virginia law does not define the term sexual assault.
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Virginia law are as follows:</p> <ul style="list-style-type: none"> • Rape (Va. Code Ann. § 18.2-61): If any person has sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in sexual intercourse with any other person and such act is accomplished (i) against the complaining witness's will, by force, threat or intimidation of or against the complaining witness or another person; or (ii) through the use of the complaining witness's mental incapacity or physical helplessness; or (iii) with a child under age 13 as the victim, he or she shall be guilty of rape. • Fondling: The institution has determined, based on good-faith research, that Virginia law does not define the term fondling. • Incest (Adultery and Fornication by Persons Forbidden to Marry; Incest) (Va. Code Ann. § 18.2-366): (A) Any person who engages in sexual intercourse with any person whom he or she is forbidden by law to marry is guilty of a Class 1 misdemeanor except as provided by subsection B; (B) Any person who engages in sexual intercourse with his daughter or granddaughter, or with her son or grandson, or her father or his mother, is guilty of a Class 5 felony. However, if a parent or grandparent engages in sexual intercourse with his or her child or grandchild, and such child or grandchild is at least 13 years of age but less than 18 years of age at the time of the offense, such parent or grandparent is guilty of a Class 3 felony. <ul style="list-style-type: none"> ○ For the purposes of the above, parent includes step-parent, grandparent includes step-grandparent, child includes a step-child, and grandchild includes a step-grandchild. • Statutory Rape: The institution has determined, based on good-faith research, that Virginia law does not define the term statutory rape.
Other "sexual assault" crimes	<p>Other crimes under Virginia law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> • Carnal Knowledge of Child between Thirteen and Fifteen Years of Age (Va. Code Ann. § 18.2-63): (A) If any person carnally knows, without the use of force, a child thirteen years of age or older but under fifteen years of age, such person shall be guilty of a Class 4 felony; (B) If any person carnally knows, without the use of force, a child thirteen years of age or older but under fifteen years of age

Crime Type (Virginia Code)	Definitions
	<p>who consents to sexual intercourse and the accused is a minor and such consenting child is three years or more the accused's junior, the accused shall be guilty of a Class 6 felony. If such consenting child is less than three years the accused's junior, the accused shall be guilty of a Class 4 misdemeanor. In calculating whether such child is three years or more a junior of the accused minor, the actual dates of birth of the child and the accused, respectively, shall be used.</p> <ul style="list-style-type: none"> o For the purposes of the above, (i) a child under the age of thirteen years shall not be considered a consenting child and (ii) "carnal knowledge" includes the acts of sexual intercourse, cunnilingus, fellatio, anilingus, anal intercourse, and animate and inanimate object sexual penetration. • Forcible Sodomy (Va. Code Ann. § 18.2-67.1): An accused shall be guilty of forcible sodomy if he or she engages in cunnilingus, fellatio, anilingus, or anal intercourse with a complaining witness whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in such acts with any other person, and (1) The complaining witness is less than 13 years of age; or (2) The act is accomplished against the will of the complaining witness, by force, threat or intimidation of or against the complaining witness or another person, or through the use of the complaining witness's mental incapacity or physical helplessness. • Object Sexual Penetration (Va. Code Ann. § 18.2-67.2): An accused shall be guilty of inanimate or animate object sexual penetration if he or she penetrates the labia majora or anus of a complaining witness, whether or not his or her spouse, other than for a bona fide medical purpose, or causes such complaining witness to so penetrate his or her own body with an object or causes a complaining witness, whether or not his or her spouse, to engage in such acts with any other person or to penetrate, or to be penetrated by, an animal, and (1) The complaining witness is less than 13 years of age; or (2) The act is accomplished against the will of the complaining witness, by force, threat or intimidation of or against the complaining witness or another person, or through the use of the complaining witness's mental incapacity or physical helplessness. • Aggravated Sexual Battery (Va. Code Ann. § 18.2-67.3): An accused is guilty of aggravated sexual battery if he or she sexually abuses the complaining witness, and (1) The complaining witness is less than 13 years of age, or (2) The act is accomplished through the use of the complaining witness's mental incapacity or physical helplessness, or (3) The offense is committed by a parent, step-parent, grandparent, or step-grandparent and the complaining witness is at least 13 but less than 18 years of age, or (4) The act is accomplished against the will of the complaining witness by force,

Crime Type (Virginia Code)	Definitions
	<p>threat or intimidation, and (a) The complaining witness is at least 13 but less than 15 years of age, or (b) The accused causes serious bodily or mental injury to the complaining witness, or (c) The accused uses or threatens to use a dangerous weapon. The offense is not a recognized form of treatment in the profession, and is committed, without the express consent of the patient, by (i) a massage therapist, or a person purporting to be a massage therapist, during an actual or purported practice of massage therapy, as those terms are defined in § 54.1-3000; (ii) a person practicing or purporting to practice the healing arts, during an actual or purported practice of the healing arts, as those terms are defined in §§ 54.1-2900 and 54.1-2903; or (iii) a physical therapist, or a person purporting to be a physical therapist, during an actual or purported practice of physical therapy, as those terms are defined in § 54.1-3473.</p> <ul style="list-style-type: none"> • Sexual Battery (Va. Code Ann. § 18.2-67.4): An accused shall be guilty of sexual battery if he sexually abuses, as defined in 18.2-67.10 [below], (i) the complaining witness against the will of the complaining witness by force, threat, intimidation, or ruse, or (ii) within a two-year period, more than one complaining witness or one complaining witness on more than one occasion intentionally and without the consent of the complaining witness. • Sexual Abuse of Child under 15 Years of Age (Va. Code Ann. § 18.2-67.4:2): Any adult who, with lascivious intent, commits an act of sexual abuse, as defined in § 18.2-67.10 [below], with any child 13 years of age or older but under 15 years of age is guilty of a Class 1 misdemeanor. • Sexual Abuse (Va. Code Ann. § 18.2-67.10): "Sexual abuse" means an act committed with the intent to sexually molest, arouse, or gratify any person, where: (a) The accused intentionally touches the complaining witness's intimate parts or material directly covering such intimate parts; (b) The accused forces the complaining witness to touch the accused's, the witness's own, or another person's intimate parts or material directly covering such intimate parts; (c) If the complaining witness is under the age of 13, the accused causes or assists the complaining witness to touch the accused's, the witness's own, or another person's intimate parts or material directly covering such intimate parts; or (d) The accused forces another person to touch the complaining witness's intimate parts or material directly covering such intimate parts. <p>In addition, Virginia statutes specific to institutions of higher education define sexual violence as follows (Va. Code Ann. § 23.1-806.A): "Sexual violence" means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.</p>
Consent (as it relates to sexual activity)	The institution has determined, based on good-faith research, that Virginia law does not define the term consent (as it relates to sexual activity).

College Definition of Consent

The College uses the following definition of consent in its sexual harassment policy for the purpose of determining whether sexual misconduct (including sexual assault) has occurred:

Words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. Consent is also absent when the activity in question exceeds the scope of Consent previously given.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard or being asleep or unconscious.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be as direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to

step in if you see someone else trying to take advantage of a nearly incapacitated person.

- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign:

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods:

Sexual misconduct prevention and sexual awareness programming are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: presentations, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- The College provides a "Critical Incident" training during new student orientation at the beginning of each fall and spring semester. Topics covered in this training include sexual misconduct.
- In February, College associates are provided with Title IX training, which is led during the monthly Campus Forum by a legal counsel who advises the College on higher education issues. All BSMCON employees are required to attend this training session.
- As part of its ongoing campaign, the College uses a variety of strategies, such as in-person presentations, email blasts with pertinent information, portal announcements, etc. While programming occurs at various times during the year, in collaboration with its parent health system, the College also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.
- The College recently purchased a license of the SafeColleges web application that will allow students and associates to conveniently complete a variety of regulatory training on topics including sexual misconduct. SafeColleges implementation is nearing completion and is expected to be functional in early Spring 2021.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

The College encourages students to report sexual assault promptly to local law enforcement agencies by calling 911. The College also urges any person with knowledge of an incident of prohibited conduct to report the incident immediately to the College by contacting the College's Title IX Coordinator or any other College Official as described in policy ADM 9.02 Voluntary Reporting by email, telephone during regular office hours or by completing and submitting the Campus Security Authority Reporting form or an anonymous report from the College's website at <https://www.bsmcon.edu/report-crime>. All college administrators are required by law to file an official report.

The College's Title IX Coordinator is: Leslie Winston - Dean of Student Services and Title IX Coordinator - titleIXcoordinator@bshsi.org

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at Bon Secours Memorial Regional Medical Center, 8260 Atlee Road, Mechanicsville, VA 23116 (804) 281-8574; Bon Secours St. Mary's Hospital 5801 Bremono Road, Richmond, VA 23226 (804) 281-8574; Bon Secours Richmond Community Hospital 1500 N. 28th Street, Richmond, VA 23223 (804) 281-8574; Bon Secours St. Francis Medical Center, 13710 St. Francis Boulevard, Midlothian, VA 23114 (804) 281-8574.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- Campus Security: (804) 627-5300
- Henrico County Police Department 7721 E Parham Rd Richmond, VA 23294 (804) 501-5000
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Virginia, victims may obtain a Restraining Order or Protective Order, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Protective Order may be found at:

http://www.courts.state.va.us/forms/district/info_sheet_protective_order_stalking.pdf.

A protective order may be obtained by filing a petition with the court. In Virginia, there are 3 kinds of Protective Orders that can protect you and others in your family or home:

- Emergency Protective Order (expires at the end of the third day following issuance or the next day court is in session, whichever is later)
- Preliminary Protective Order (lasts 15 days or until a full hearing)
- Protective Order (may last up to 2 years)

Information about filling out a protective order petition form can be found at

<http://www.courts.state.va.us/>.

- A Petition for Order of Protection should be filed for in the Henrico County General District Court. The address is: 4309 E. Parham Rd., Henrico, VA 23228. The phone

number is 804-501-4727. More information is available here:
<http://www.courts.state.va.us/>.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.

Legal Aid Hotline

1-866-LEGLAID (1-866-534-5243)

Virginia Poverty Law Center (Family & Sexual Violence)

1-800-868-8752

Virginia State Bar Lawyer Referral Service

1-800-552-7977

You may also hire an attorney to represent you.

When a protective order is granted, it is enforceable statewide. If you have obtained a protective order and need it to be enforced in your area, you should contact the local police department.

The College will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or associate who has a protective order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the College and can be enforced on campus, if necessary. Upon learning of any orders, the College will take all reasonable and legal action to implement the order.

The College does not issue legal protective orders. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

College Resources

- The My Life Expert Student Assistance/Wellness Program can provide confidential consultation and referral to students. My Life Expert services are available by dialing

(855) 691-4941 or logging into <https://mylifeexpert.com/login> (Company code provided by student's advisor).

- The Bon Secours Mercy Health (BSMH) LifeMatters program can provide free, confidential counseling and assistance with substance abuse and other issues to associates.
- Student Financial Aid – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: <https://www.bsmcon.edu/financial-aid-consumer-information>.

State/Local Resources

The below local/state resources are available at the bottom of the [Written Notification to Student Crime Victim](#).

Police Emergency	911	Virginia Human Services Referral	211
Police Non-Emergency	501-5000	Better Business Bureau	648-0016
Police Criminal Records Unit	501-4809	Capital Area Agency on Aging	343-3000
Magistrate's Office	501-5285	Family Life Line	282-4255
Circuit Court Clerk	501-4202	Richmond Academy of Medicine	643-6631
General District Court Clerk	501-4723	Poison Hotline	1-800-222-1222
Juvenile/Domestic Court Clerk	501-4688	Central Virginia Legal Aid Society	648-1012
Juvenile Court Services Unit	501-4693	24hr Domestic/Sexual Abuse	612-6126
Commonwealth's Attorney	501-4218	Salvation Army	225-7470
Henrico Victim/Witness	501-1680	Alcohol & Drug Helpline	1-800-821-4357
VA Family Violence & Sexual Assault Hotline	800-838-8238	Henrico Safe Harbor	804-287-7877
National Anti-Violence Project Hotline	212-714-1141	The VA LGBTQ Partner Abuse & Sexual Assault	866-356-6998
Fan Free Clinic	804-358-6343 Ext. 153	Richmond Victim/Witness Program	804-646-7665
Emergency Mental Health Services	727-8484	Commonwealth Catholic Charities	285-5900
Henrico Social Services	501-4001	Social Security Administration	1-800-772-1213
Child Abuse/Neglect Hotline	1-800-552-7096	Virginia Lawyer Referral Service	1-800-552-7977
VA Missing Children Clearinghouse	1-800-822-4453	Polaris - Human Trafficking	1-888-373-7888

National Resources

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673

- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator at titleIXcoordinator@bshsi.org, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the College's Title IX Sexual Harassment Policy or the Student Conduct – Rights and

Responsibilities Policy and the related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.

The complaint resolution procedures are invoked once a report is made in person, by regular mail, telephone, electronic mail, or by any other means to the following individual:

Title IX Coordinator

Leslie Winston

Dean of Student Services

804-627-5327

8550 Magellan Parkway, Suite 1100

Richmond, VA 23227

Leslie_Winston@bshsi.org

An electronic form available at <https://www.bsmcon.edu/report-crime> can also be used to file a report.

Within five (5) business days from the time a formal complaint is made and it is determined that the conduct reported could fall within the scope of the policy and/or could constitute Sexual Harassment if investigated, the Title IX Coordinator will provide notice to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, and the date and location of the alleged incident.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the College will commence an investigation and proceed to adjudicate the matter.

Within five (5) business days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice;

- Notifying the Complainant and Respondent of their right to inspect and review evidence;
- Notifying the Complainant and Respondent of the College’s prohibitions on retaliation and false statements; and
- Information about resources that are available on campus and in the community.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint.

Although the length of each investigation may vary depending on the totality of the circumstances, the College strives to complete each investigation within sixty (60) calendar days of the transmittal of the written notice of Formal Complaint.

Upon completion of the investigation, both parties will be given a copy of an investigation report and a live hearing will be conducted to make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. During the hearing, each party’s advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the College strives to issue the hearing officer’s written determination within fourteen (14) business days of the conclusion of the hearing.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Provost's office within ten (10) days of being notified of the outcome of the investigation. The non-appealing party will be notified of the appeal and permitted to submit a written statement in response within seven (7) business day. The Provost will resolve the appeal within fifteen (15) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution’s policy, including a process that allows for the extension of

- timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
- Conducted in a manner that:
 - Is consistent with the institution’s policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as the definition of sexual harassment and the scope of the College’s education programs and activities. As stated earlier in this report, the Title IX training is provided annually in February to all College associates during the monthly Campus Forum and is led by a legal counsel who advises the College on higher education issues.
 3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
 4. Have the outcome determined using the preponderance of the evidence standard.
 5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the College’s disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the College may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: warning; reprimand; probation; restitution; fine; loss of privileges; suspension or expulsion/termination; and restriction on eligibility to represent the College at any official function. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. A College associate may be suspended for any length of time determined appropriate by Human Resources. Following a suspension, the individual will be required to meet with the Dean of Student Services (student) or Dean of

Administration in collaboration with Human Resources (associate) to discuss re-entry and expectations going forward.

In addition, the College can make available to the victim a range of protective measures. They include: forbidding the accused from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

Publicly Available Recordkeeping:

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Dean of Administration - Dr. Benji Djeukeng at 804-627-5306 - Benjamin_Djeukeng@bshsi.org. State registry of sex offender information may be accessed at the following link: <https://sex-offender.vsp.virginia.gov/sor/>

Timely Warnings and Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus, the Dean of Administration, in collaboration with the Dean of Student Services and the Vice President and Provost, is responsible for judging whether a situation constitutes a serious or continuing threat to members of the campus community and warrants a timely warning. constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Dean of Administration, 804-627-5306 - Benjamin_Djeukeng@bshsi.org
- Dean of Student Services, 804-627-5327 - Leslie_Winston@bshsi.org

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

Emergency Response

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to tornadoes, bomb threats, chemical spills, disease outbreaks, fires, and active shooters. The College has communicated with local police as well as its parent hospital's Director of Safety Security & Disaster Preparation requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Dean of Administration at 804-627-5306 of any emergency or potentially dangerous situations.

The Dean of Administration, in collaboration with other appropriate College's Administrative Cabinet members, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

Once the emergency is confirmed and based on its nature, the Dean of Administration will consult with other appropriate members of the College's Administrative Cabinet to determine the appropriate segment or segments of the College community to be notified.

The Dean of Administration will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

The Dean of Administration will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

With the agreement of the appropriate members of the College's Administrative Cabinet, the Dean of Administration will notify local law enforcement of the emergency, if they are not already aware of it, in order that the larger community outside the campus will be aware of the emergency.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
RaveAlert Emergency Notification System for associates	Via email from Dean of Administration at the beginning of each semester or upon new hire, associates are asked to update their emergency contact information in the RaveAlert mass notification system.
Campus Nexus Student Information System for students	Via email from Dean of Administration at the beginning of each semester, students are asked to update their emergency contact information in their Student Portal account.

Testing & Documentation

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Emergency Management Team will meet to train and test and evaluate the College's emergency response plan.

The Dean of Administration maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and associates information to remind them of the College's emergency response and evacuation procedures.

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			Non Campus			Public Property		
	2019	2018	2017	2019	2018	2017	2019	2018	2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Crime	On Campus			Non Campus			Public Property		
	2019	2018	2017	2019	2018	2017	2019	2018	2017
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2019: No hate crimes reported.

2018: No hate crimes reported.

2017: No hate crimes reported.

Crimes unfounded by the College:

2019: 0 unfounded crimes.

2018: 0 unfounded crimes.

2017: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2019: 0 unfounded crimes.

2018: 0 unfounded crimes.

2017: 0 unfounded crimes.

Data from law enforcement agencies:

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the College’s Clery Geography.