2018 Annual Security and Fire Safety Report

Longwood University Main Campus, Emporia Campus, Martinsville Campus and South Boston Campus Crime and Fire Statistics for 2015, 2016 and 2017
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I. POLICY ON REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Longwood University Annual Security and Fire Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Longwood University; and on public property within, or immediately adjacent to and accessible from university property. The report also includes institutional policies on campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters.

Because of the unique geographical relationship between Longwood and the surrounding Town of Farmville, the Longwood University Police Department (hereinafter “LUPD”) works in tandem with the Town of Farmville Police Department, with which they share concurrent jurisdiction. LUPD also collaborates with the Virginia State Police and the Prince Edward County Sheriff’s Department to ensure the safety of the campus and surrounding areas.

LUPD maintains a daily crime log and an incident report database on an annual basis. LUPD records, by date, crimes reported to LUPD that occurred on “campus,” in a “non-campus building or property,” “on public property,” or within LUPD’s patrol jurisdiction. As required by law, LUPD determines which crime classification to assign to a reported incident by using the definitions of crimes found in the Federal Bureau of Investigation’s Uniform Crime Reporting Guidelines (UCR). LUPD also makes the determination as to whether or not a particular crime can be classified as a “hate crime” by using the UCR’s definition of that term. For Clery statistical purposes, LUPD uses the following categories of bias to determine if a crime is a hate crime: race bias, gender bias, religion bias, sexual orientation bias, ethnicity bias, and disability bias. LUPD compiles its crime statistics based not only on information that it receives directly, but also from crimes reported to the following sources on or near the Longwood University Campus: (a) other “campus security authorities” (as that term is defined in the Regulations), including Residence Life personnel, and (b) crimes reported to local police authorities. Reports of crimes made to persons or agencies outside LUPD are solicited by written request from Longwood University. A formal police report of a crime is not necessary for the crime report to be included in the statistical compilation. Crime victims’ names are not disclosed in the statistical report.

This report is prepared in cooperation with local law enforcement agencies and the Longwood University Police Department. Campus crime, arrest and referral statistics include those reported to the Longwood Police Department, designated campus security officials as defined under the Clery Act and local law enforcement agencies. Copies of this report may be obtained at the Longwood University Police Department located at 201 High Street, Farmville, Virginia 23909.

II. LONGWOOD UNIVERSITY POLICE DEPARTMENT

The Longwood University Police Department, located in the Dorrill Dining Hall on the Longwood University campus, protects persons and property by providing essential law enforcement and public safety services, stability and order through service, assistance and visibility. While promoting student participation in life experiences that highlight accountability and personal
responsibility and Leadership to the community and government by community involvement. The LUPD includes Police Patrol Operations, Investigations, the Communications Center, Crime Prevention, Parking Services, and the Integrated Security Systems office.

A. Longwood University Police Department Authority and Jurisdiction

LUPD provides full-service police protection to the campus community through its Office of Public Safety and Police. LUPD jurisdiction includes, but is not limited to, a core campus of two hundred one acres and seventy seven buildings, Longwood Managed Housing locations and some non-campus properties. LUPD employs twenty one sworn and commissioned police officers, all with comprehensive arrest and investigative powers. LUPD uniformed officers perform administrative, supervision or patrol the campus and residence hall areas twenty four hours a day, seven days a week as well as provide coverage for special events.

The administrative, investigative and patrol positions are supported by six fulltime and two part-time dispatchers. The department is also augmented by two fulltime and two part-time administrative, parking management and support staff. All LUPD officers receive mandated Department of Criminal Justice Services (DCJS) training through the state criminal justice programs and specialized training in such areas as crime prevention, AED/CPR, first aid, firearms, evidence gathering, defensive tactics, substance abuse recognition and sexual assault issues. Officers are also required to attend forty hours of in-service training biannually to maintain their certification. Dispatchers are DCJS and Virginia Criminal Intelligence Network (VCIN) and National Criminal Intelligence Network (NCIC) certified and routinely attend additional specialized training. The communications/dispatch center can respond to a request for assistance from the hearing impaired by use of the Telephone for the Deaf (TDD).

LUPD officers have the authority to enforce all regulations and laws, both of the University and the Commonwealth of Virginia. LUPD works closely with the Farmville Police, Prince Edward Sheriff Office, Hampden- Sydney Campus Police, Virginia Alcohol Beverage Control (ABC), and the Virginia State Police. LUPD has concurrent jurisdiction with the Town of Farmville via a memorandum of understanding and is able to enforce laws both off and on campus. Additionally, the Farmville Police Department notifies Longwood University of criminal activity by students at non-campus locations.

LUPD also provides emergency assistance to the Town of Farmville as well as the Virginia State Police pursuant to a Memorandum of Understanding between the agencies.

B. Reporting a Crime

All members of the Longwood community are encouraged to report crimes, conduct violations, and incidents in a manner consistent with the expectations of the Honor System. Emergencies, crimes, or suspicious activity should be reported immediately to Public Safety/Police and, or when applicable, to any campus security authority.

The Longwood University Police Department can be contacted at 434-395-2091 or activating one of the blue emergency phones. When the police department receives a report of a
crime, an officer will immediately be dispatched to that location to assist the victim and take a report if requested. If you live off campus in the Town of Farmville you can contact the Farmville Police Department at 434-392-3332 or call 911 for immediate assistance.

Confidential/anonymous crime reports or suspicious activity may be made through the Public Safety website at http://www.longwood.edu/police/forms/report-a-crime/ via telephone (434-395-2091) or in person to a public safety official or other campus security authorities. Crimes can be reported on a voluntary, confidential basis for inclusion in the Annual Security Report. LUPD can file a report on the details of an incident without revealing the reporter's identity. Submitting a confidential report allows the reporter to maintain anonymity while ensuring that LUPD has as much information as possible to ensure community safety. Confidential reporting also allows Longwood University to keep an accurate record of the number of incidents involving students, employees and visitors and alert the campus community to potential danger if necessary. Reports filed on a confidential basis are counted and disclosed in the annual crime statistics.

C. Campus Security Authority

A “campus security authority” (CSA) is an employee of the University who, because of their job function are required to promptly notify the University of all alleged Clery crimes that they become aware of or that they may personally witness. CSAs, by virtue of their position their position and job duties typically fall under one of the following categories:

- A member of a campus police/security department;
- Individuals having responsibility for campus security in some capacity, who are not members of a campus police/security department (e.g., an individual who is responsible for monitoring the entrance to University property);
- People or offices that are not members of a campus police/security department, but where policy or state law directs individuals to report criminal offenses to them or their office;
- Officials having 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.

The University Clery and Title IX Coordinator is responsible for identifying and notifying all individuals whose job function and/or duties classify them as a campus security authority as defined by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998”. Individuals designated as campus security authorities shall participate in an annual training regarding their responsibilities as a campus security authority.

D. Daily Crime Log

LUPD maintains a daily crime log which documents all crimes reported to LUPD or a campus security authority which occurred within the Clery Act geographic area. The crime log includes the nature, date, time and general location of each crime, as well as the disposition of the complaint. A paper copy of the crime log is located LUPD headquarters located in the Dorrill
III. TIMELY WARNING

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

This policy seeks to ensure that the university community is notified promptly with accurate information in the event of a reported crime in which there could be an ongoing or serious threat to the community or additional incidents in the future.

The university shall issue a timely warning when the Longwood University Police Department identifies a reported crime or incidents in the core campus geography or areas immediately adjacent to the campus that poses an ongoing threat to students, faculty and staff and guests. The decision to inform the University community shall be based upon known facts of an incident. The LUPD reviews information that is reported by members of the community, campus security authorities, and by the Farmville Police Department to determine if a reported crime poses a serious on-going threat to the members of the Longwood University community. Timely Warning Notices shall be provided to students and employees that is timely and withholds the names of victims as confidential.

The Vice-President of Student Affairs, in consultation with the Chief of Police or designee, shall decide whether to issue a timely warning.

The University shall notify the university community of crimes that represent an ongoing threat to students, faculty and staff and guests 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. They may stem from reports to university police or other state or local agencies. Those crimes that prompt a timely notification include, but are not limited to, murder, non-negligent manslaughter, forcible sexual offenses, robbery, aggravated assault, arson, burglary or any emergency situation that may pose a threat to the health and safety of the students, faculty, staff and visitors of the Longwood community.

Upon learning of a crime that may pose an ongoing threat to the personal safety of students, faculty, staff or visitors the Chief of Police and/or designee will inform the Vice-President of Student Affairs as well as the Longwood University Public Information Officer and draft the message that will be sent out and coordinate any updates as needed.

Timely warning notices shall include the nature of the crime or immediate threat, location, date and time of crime or immediate threat, description of any suspect(s), action recommended for university community, crime prevention information, and contact number for the Longwood University Police Department and the Farmville Police Department.

When issuing a timely warning one or more of the following communication channels may be used as appropriate: email message sent to everyone with a university e-mail account, posting on
IV. **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Longwood University has focused on developing emergency response and evacuations plans to ensure the safety of the campus community and to minimize the impact of an incident on university facilities and operations.

A. **Emergency Management Plan**

The Longwood University Chief of Police, and his/her designee on behalf of the President, is hereby authorized to activate the Longwood University Emergency Operations Plan and its Emergency Operations Center (“EOC”) in order to direct and control emergencies at Longwood University and where necessary to assist the community.

B. **Emergency Evacuation Procedures**

Building evacuations shall occur when an alarm sounds continuously and/or upon notification by emergency personnel or by the Longwood University police department. If necessary or if directed to do so by a designated emergency official, employees should activate the building fire alarm. **DO NOT USE ELEVATORS during an emergency evacuation.** When the building evacuation alarm is sounded or when told to leave by a designated emergency official, proceed quickly to the nearest marked exit and ask others to do the same. Once outside, move to a designated meeting area or at least 300 feet from the building to provide access to emergency personnel and ensure your own safety **DO NOT RETURN to an evacuated building until advised by the Fire Department or University Police.**

C. **Emergency Notification to the Community**

Longwood University is committed to providing a comprehensive emergency alert system that will provide timely emergency communication in the event of local or community emergency. The use of the Emergency Text Messaging system is intended to provide a fast and efficient means of notifying the Longwood University community of an imminent and verifiable crisis event.

As part of its Emergency Operations Plan, Longwood University has established the Longwood Emergency Notification System that consists of four major components, Siren and Voice Alert System, Text Message Alert System, Email Alert System and an Emergency Communication Website

1. **Sirens & Voice Alerts** - This communication system is designed to broadcast audible safety sirens and live or recorded voice alerts to the campus community as quickly as possible during times of extreme circumstances such as a tornado or police emergency affecting campus. The system utilizes battery backup protection in the event of a power loss.
and has the capability of alerting the entire campus or individual areas depending on the scope of the emergency. This outside warning network consists of six speaker arrays.

2. Text/Email Alerts- With the popularity and widespread use of cell phones and the fact that most people own or have access to a computer, this communication system helps to ensure important alerts are delivered to all members of the campus community – inside or outside.

3. Websites/Hotline- In addition to the sirens and email, Longwood announces emergency notifications on the Longwood University homepage (www.longwood.edu), Longwood Alerts page (alerts.longwood.edu), Longwood Facebook page (www.facebook.com/longwooduniversity), Longwood Twitter account (www.twitter.com/longwoodu) and on the Campus Information line (434.395.2000).

The University will utilize the Emergency Alert System in the event of any emergency that poses an imminent verifiable threat to the life safety of our students, faculty, staff, and visitors. The Longwood University Police Department will evaluate a potential threat and categorize the situation according to a three level, graduated color-coded threat condition. Upon assessment the appropriate methods of communication alert information will be disseminated at the defined level.

1. Threat Level Alert 1- Code Red (SEVERE RISK)- Based on a high level of verifiability and credibility, Threat Level 1 poses an imminent and severe risk of danger to the safety and security of the campus community and may result in a campus closure or building lockdown. Example: Active Shooter, Tornado, Hazmat, Fire in Campus Building.

2. Threat Level Alert 2- Code Orange (High Risk)- Based on the level of verifiability, Threat Level 2 poses a potentially HIGH risk of danger to the campus community. The threat may be verified or unconfirmed and presents potential danger to the campus community. This incident could be elevated to Threat Level 1 with more verifiable information. This possible threat may result in closing of the University due to the conditions.

3. Threat Level Alert 3- Code Yellow (ELEVATED RISK)- Based on the level of verifiability, Threat Level 3 presents a significant and elevated risk of danger to the campus community. A possible threat that may pose danger to the campus community may result in closing of the University.

V. CAMPUS SECURITY

Longwood University takes a proactive approach to preventing crimes both on and off campus. The goal of crime prevention and security awareness programs is to eliminate or minimize criminal opportunities whenever possible and to encourage students, faculty and staff to be responsible for both their own safety and the safety of others.
A. Emergency Phones

The Longwood campus is equipped with strategically placed fifty three blue emergency phones which feature one-button speed dialing for instant communication with university police communications/dispatch center.

B. Security and Access

LUPD works closely with Residential Life staff and Facilities Management to maintain security in university buildings and residence halls. Walkways, parking lots, and areas around campus buildings are well lit and easily navigated. In addition to the blue security phones, Longwood has installed thirty five area rescue phones located in the stairwells of the following buildings: Chichester, Grainger, Hiner, Hull, Lancaster, Ruffner and Tabb. Campus facilities and safety/security systems are inspected at regularly scheduled intervals.

The campus residence halls and Longwood managed apartments are secured twenty four hours a day, seven days a week and are monitored by security video monitoring equipment. Access to main campus residence halls and the apartment units are controlled by an access card system. The exterior doors on the majority of the residence halls are electronically monitored and the campus police communications center is alerted when the doors are propped or not secured properly for a specified period of time. Residential Life staff is available at all times, either on-site or by contacting campus police for assistance.

Individual residential rooms and suites are secured by coded mechanical keys which are stamped with "State of VA Do Not Dup." Lost keys result in a lock core and key replacement. Additionally, the Service Desk at each residence hall is staffed from mid-afternoon to late night to provide visual monitoring of traffic in and out of residence halls.

In the event that a student misplaces the access card, the cards authorization will be deactivated to minimize the potential of an unauthorized use of a found card. A replacement card can be obtained from the LancerCard Center or a loner card from Campus Police dispatcher during non-business hours. The campus is monitored by video surveillance technology with the use of security cameras monitoring locations throughout selected campus buildings and external locations.

Many non-residential university controlled facilities are secured by mechanical keys issued by the Key Control Office and LUPD. The Key Control Office is responsible for determining eligibility for receiving a key to a university controlled facility, maintaining a key inventory, procedures for lost keys as well as key return.

C. Video Surveillance

The use of video security systems is recognized as a tool in reducing unlawful activities in public places, and discourages vandalism, graffiti, and theft by assisting police officers in identifying unlawful offenders. This policy applies to all University property locations and all personnel in the use of video security recording and monitoring.
The Longwood University Police Department protects persons and property by providing essential law enforcement and public safety services, stability and order through service, assistance, and visibility while promoting student participation in life experiences that highlight accountability and personal responsibility to the community and government by community involvement.

The Longwood University Police Department strives to enhance the quality of life of the campus community by integrating the best practices of public and private security with state of the art technology. A critical component of a comprehensive security plan is using video surveillance.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner; and personnel involved in the use of video equipment will be appropriately trained and supervised in the responsible use of this technology.

Information obtained through video recording will be used for security and law enforcement purposes and for compliance with University policy. Information obtained will only be released with the authorization of the President of the University.

Video monitoring for security purposes will be conducted in a manner consistent with all existing University policies and is limited to locations that do not violate the reasonable expectation of privacy as defined by law.

Video camera installations will not possess the capability of recording sound at any time with the exception of active investigations or covert operations that must be authorized by the Longwood University Chief of Police.

The Longwood University Police Department is the department authorized to oversee and coordinate the use of video equipment for safety and security purposes at Longwood University.

The Chief of Police or designee has the responsibility to authorize the use and installation of video security equipment.

The Longwood University Police Department will monitor new developments in the relevant law and in security industry practices to ensure that video monitoring at the University is consistent with the highest standards and practices.

Designated operators will follow all rules and regulations governing the use of video security systems.

A DVR (Digital Video Recorder) will record events temporarily unless retained by law enforcement as part of a criminal or civil investigation or as otherwise approved. The DVRs shall have the capability of storing images up to 30 days; and unless these images are retained, the oldest image captured will be recorded over first.

Signage stating that the premises "may be under video surveillance" will be installed at significant points on campus facilities.
Cameras will not be monitored under normal operating conditions, but may be monitored on an as needed basis. Monitoring will be conducted only at the direction of the Chief of Police.

Covert (hidden) camera surveillance may be used periodically when the University experiences patterns of criminal activity to either persons or property. These cameras would not be installed in any area that would violate the reasonable expectation of privacy as defined by the law.

Video Security recordings will be accessed by designated Longwood employees only and may not be used for illicit or unconscionable purposes.

This policy is consistent with the code of Virginia 19.2-67.

D. E2Campus

E2Campus is a community wide alert system allows Longwood University to send out quicker and more direct alerts for campus emergencies, weather events or other crises. The customizable alert system allows for multiple cell phone numbers and email addresses to be added for each user, allowing users to be as connected as possible in an emergency and receive critical information regarding their safety.

E. #SafeAtLongwood

Longwood University developed #SafeAtLongwood in anticipation that cell service may be down in the event of a major emergency. Students, faculty and staff can use the #SafeAtLongwood hashtag on social media to let others know they are safe in the event of a major emergency.

F. Nightwalkers Escort Service

Longwood University provides walking escorts to anyone who is interested. An escort may be requested by contacting LUPD at 434-395-2091.

VI. VIRGINIA SEX OFFENDER REGISTRY

The Commonwealth of Virginia enacted the Sex Offender and Crimes against Minors Registry program to facilitate access to publicly available information about persons convicted of specified violent and sexual offenses. A searchable database of registered convicted offenders may be accessed online at http://sex-offender.vsp.virginia.gov/sor/index.html.

VII. CRIME PREVENTION AND AWARENESS PROGRAMS

Longwood University offers a variety of crime prevention and awareness programs to both students and faculty.
A. Student Orientation

A public safety program is presented to incoming students and their parents and is designed to increase awareness of crime on campus. It addresses police related issues and how they affect individuals who are attending Longwood. This program is presented several times each year.

B. Personal Safety Seminars

These seminars are designed to improve safety habits within the student population. Topics include alcohol awareness, residential hall security, personal safety habits, reporting illegal or suspicious activity, crime on campus, and police services. This program allows the student the opportunity to address safety related concerns and to receive an appropriate response.

C. Student Safety Organization

Student Safety Organization is a voluntary program developed to assist LUPD in performing weekly checks of the Blue Light emergency phones and provide escorts to students after dark. SSO members are trained by the LUPD in CPR, AED and crime awareness and reporting. SSO volunteers are available Monday through Thursday from dusk until midnight and Friday, Saturday and Sunday from dusk until 2:00 a.m. to escort students.

D. Resident and Commuter Life Staff Training

At the beginning of each school year the Police Department assists in training Residential and Commuter Life (RCL) staff on campus safety, awareness and all police services. This includes alcohol and drug awareness and sexual assault protocols.

E. Rape and Aggression Defense

The Rape Aggression Defense System is dedicated to teaching women defensive concepts and techniques against various types of assault by utilizing easy, effective and proven self-defense/martial arts tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance. Rape Aggression Defense Training involves practical self-defense tactics that are easy to learn and employ as well as risk reduction strategies including awareness and avoidance techniques.

F. Refuse to be a Victim

Refuse to be a Victim is a crime prevention program from the National Rifle Association and is designed to raise levels of awareness in personal security, locks, lighting, windows, doors, shrubbery, alarms, keys, automobile security, travel, phone safety and identity theft.

G. Neighborhood Watch

Neighborhood Watch, in various forms, has been around for many years and is one of the most popular and successful of all efforts to prevent residential crime.
H. Victim Assistance Program

Longwood University Police Department, Health Services, Student Development, Counseling and Psychological Services Center and other offices offer assistance to victims of crime on the basis of their specific needs and requests for information.

I. Ride Along Program

The Ride-Along program offers the opportunity for students to learn about the Police Department. Participants are allowed to ride-along with an officer as they answer real police calls on campus.

J. Operation I.D.

This service allows the campus community to check out electronic engravers at no charge. LUPD offers advice to faculty, staff and students about which items should be engraved for identification purposes. A property sheet to record identification numbers is also furnished to aid in the recovery of stolen items.

K. Safety Walks

Longwood University’s Student Government Association organizes multiple campus safety walks throughout the year. The purpose of the walk is to survey the adequacy and maintenance of campus lighting and blue light emergency phones, and to see that landscaping near buildings and along walkways does not obscure vision or present other safety hazards. During the walk students can make recommendations to add lighting and blue light emergency phones in areas of need.

L. Security Surveys

LUPD provides free security surveys to the campus community in an effort to enhance physical security. A survey of the interior and exterior of a facility or area is conducted to determine vulnerability to criminal activity. A written report is sent to the requester with the recommendations on improving security.

M. R.A.V.E. (responding to acts of violence effectively)

A new initiative spear headed by the Dean of Students, that addresses all acts of violence and has created or will soon be creating a website for the community at large on ways to identify and the proper ways to respond to acts of violence including sexual assault.

N. Register Your Bike Program

Register your bicycle with LUPD in person at the University Police station. Registration
serves as a deterrent to theft and aids in the recovery of stolen bicycles. Community members are also encouraged to register their bicycles with the Longwood Police Department.

O. Run, Hide and Fight – How to Survive an Active Shooter

This program helps participants on how to survive an active shooter situation. The participants are shown a video, given tips and then actively have to demonstrate how to escape and active shooter situation.

P. LiveSafe

Developed by a Virginia Tech survivor, Livesafe is a mobile phone application that is centered on student safety. With unique features like a virtual walk home, silent text-messaging with police dispatchers, location sharing and simple, quick ways to share tips with police, the application is in use on campuses across the country.

VIII. SEXUAL MISCONDUCT POLICIES

Longwood University is committed to providing a healthy living, learning and working environment; an atmosphere that emphasizes the dignity and worth of the individual, which promotes personal integrity, civility and mutual respect, and creates an environment that is free from sexual misconduct and discrimination. Sexual misconduct, sexual discrimination and sexual harassment, are incompatible with Longwood’s commitment to diversity and educational equity. Educational training and prevention programs will be provided along with appropriate resources and reporting options. This policy includes all forms of sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, and stalking by employees, students, or third parties. This policy addresses any sexual misconduct that involves members of the Longwood community regardless of whether the incident occurs during working hours and regardless of whether the incident occurs on or off campus. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report and manage incidents that occur.

A. Eligibility for Assistance

This policy applies to all Longwood students, staff and faculty in all University programs and activities regardless of location of the incident(s). This policy also applies to individuals who join our community as an affiliate or part of an affiliated program. The University will conduct investigations to the best of their ability that may lead to appropriate criminal, personnel, and student conduct actions. Action will be taken to offer Longwood students, staff and faculty immediate resources which may include counseling, medical assistance and living, learning and/or appropriate working environment adjustments.

If the complainant is a Longwood student, staff or faculty member and the accused respondent has no affiliation to Longwood, the complainant shall be offered available resources as appropriate. To the extent possible, the University will address the behaviors defined below towards any member of the Longwood community by non-members, including contractors, alumni,
visitors, and any others identified as non-employees or non-students of the University.

If the complainant is a Longwood student, staff or faculty member and the accused respondent is affiliated with Longwood, both the complainant and accused respondent shall be offered available resources as appropriate.

If the complainant is not a Longwood student, staff or faculty member but the accused respondent is affiliated with Longwood, the respondent shall be offered counseling, medical and other resources as appropriate.

B. Definitions

Sexual Misconduct is a term that encompasses any sexual behaviors that violate Longwood University’s Code of Conduct and University Policies. In general, any non-consensual contact of a sexual nature may constitute Sexual Misconduct. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for conduct action under University policy. The following policy definitions apply:

1. Consent- Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent may be withdrawn at any time, by any party to the sexual activity.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol. 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 or activity, there is no consent; this includes impairment or incapacitation due to voluntary alcohol or drug consumption by the alleged victim, or being asleep or unconscious. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the: who, what, when, where, why or how of their sexual interaction. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB,
Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

2. Sexual Activity- includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch oneself or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue; or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

3. Sexual Discrimination- includes all forms of: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, University employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the Longwood campus and whether or not the incidents occur during working hours.

4. Unwelcome Sexual Contact- includes fondling or touching, either of the complainant, or when the complainant is forced to touch another person's body, directly or through clothing. The definition of fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

5. Coerced Sexual Intercourse- includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness. The definition of rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. The definition of incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. The definition of statutory rape is sexual intercourse with a person who is under the statutory age of consent.

6. Sexual Exploitation- sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

a. Prostituting another student;
b. Non-consensual video or audio-taping of sexual activity;
c. Going beyond the boundaries of consent (such as allowing friends to hide in a closet to watch you having consensual sex);
d. Engaging in voyeuristic behavior;
e. Knowingly transmitting an STD, STI or HIV to another.
f. Disseminating or using video or photographic still images created by any means that
7. Sexual Harassment - Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student’s or employee’s work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

a. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
b. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
c. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
d. Displaying pornographic or sexually oriented materials.
e. Engaging in indecent exposure.
f. Making sexual or romantic advances toward a student or employee and persisting despite the student or employee’s rejection of the advances.
g. Physical conduct such as assault, touching, or blocking normal movement.
h. Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve a person or persons being harassed by members of any sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

Sexual harassment can be physical and/or psychological in nature. The accumulative effect of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

8. Dating and Relationship Violence - Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This relationship involves physical or emotional intimacy. Physical intimacy is characterized by romantic or passionate attachment or sexual activity.

The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the
purposes of this definition, dating and relationship violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. To better meet these requirements, if the complainant states that a relationship currently exists, formerly existed, and existed in the past 12 months, etc., it will be counted for Clery reporting purposes.

Dating and relationship violence is abuse or violence between partners or former partners, characterized by one or more of the following elements:

a. Intentionally causing bodily injury;
b. Purposely or knowingly causing reasonable apprehension of bodily injury;
c. Emotional abuse creating apprehension of bodily injury or property damage;
d. Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

9. **Stalking** - includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes emotional distress or apprehension of bodily injury or death. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety or to suffer substantial emotional distress. For the purposes of this definition:

a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, participates in surveillance of, threatens, or communicates to or about a person, or interferes with a person’s property.
b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

10. **Retaliation** - is action taken by an accused individual or an action taken by a third party or a group of people against any person because that person has opposed any practices prohibited under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, discouraging or in any way discriminating against an individual because of the individual’s complaint or participation in in the complaint process. Action is
generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

C. Filing a Sexual Misconduct Complaint

All incidents of sexual misconduct and retaliation should be reported. Longwood University’s complaint procedures provide for immediate, thorough, and objective investigation of all claims. The University will take appropriate remedial action that is commensurate with the severity of the offense. The University encourages those who have experienced these types of incidents to immediately report them to both the Title IX Coordinator and Longwood University Police Department. All University employees, except those designated as Confidential Reporting Options, are designated as “responsible employees.” Responsible employees are required to promptly report all incidents and/or knowledge of sexual misconduct, including personally identifiable information of the parties involved, to the Title IX Coordinator. All reports are treated with the maximum possible privacy.

An immediate report to the Longwood Police will enable the preservation of evidence necessary for a successful criminal prosecution. The Longwood University Police Department is trained in collecting and preserving evidence for criminal cases. When evidence exists that could help support a criminal charge or assist the complainant in obtaining protective orders, contacting the Longwood University Police Department immediately, so the evidence may be collected, may ensure that even if the complainant does not want to file a criminal report at this time, the complainant may change their mind at a later date. Evidence collected by the Longwood University Police Department will be retained indefinitely unless destruction is authorized by the Commonwealth of Virginia Attorney. Complainants have the right, however, to choose whether or not to provide a statement to Longwood Police and to choose whether or not to pursue criminal prosecution after such a statement has been made.

D. Title IX Coordinator and Role of Title IX Coordinator

Lindsey Moran, Esq., University Clery and Title IX Coordinator
Office: Lancaster, G-08H;
Office Phone (434) 395-2751, Cell Phone (434) 808-9439
Email: moranjl@longwood.edu

Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation should notify the Title IX Coordinator.

After the University receives notice of sexual misconduct or retaliation, it will conduct an impartial investigation. For specifics regarding investigations, see investigation procedures below. Student reporters of misconduct will not be charged with alcohol offenses or other minor violations of the Student Code of Conduct Standards and Regulations disclosed during the reporting process. Minor violations are defined as those that have a minimum sanction of letter of admonition. Please see the Code of Conduct Standards and Regulations within the Student Handbook for more information.
When the complainant and the respondent participate in the same educational opportunities, work in the same employment area and/or reside in the same University residence or in proximity to one another, the University will take immediate steps to separate the individuals and prevent contact, if appropriate. The applicable Vice President or designee will make the appropriate determination regarding alternative arrangements. Alternative arrangements may include, but are not limited to: temporary suspension (depending on the severity of the allegations), adjustment of academic schedule or employment, administrative no-contact directives, and/or alternative living arrangements.

The Title IX Coordinator can assist with all aspects of the process and is responsible for the following convening a review committee consisting of the Title IX Coordinator, Longwood University Police Department Representative and Student Affairs Representative. This committee will meet within 72 hours, and continue to meet as necessary, when notice to the University of an alleged violation of this policy is received. This committee will review and determine if it is necessary to disclose to the appropriate law-enforcement agency, all information of the alleged violation, including personally identifiable information, to protect the health or safety of the individual or community. It is the responsibility of the Longwood University Police Department Representative or designee to notify the appropriate law-enforcement agency and/or Commonwealth of Virginia Attorney.

Ensuring that both the individual filing the complaint and the individual responding are aware of the seriousness of the complaint as well as explaining Longwood University’s policy and investigation procedures.

Making referrals to Counseling and Psychological Services for counseling or other mental health resources, if appropriate and discussing with the complainant the option of notifying the police if criminal activities are alleged.

Conducting or arranging for an investigation of the alleged prohibited conduct as well as arranging support services for the complainant, which could include changes in living arrangements, course schedules, assignments, or tests.

Arranging interim services to prevent reoccurrence of the alleged prohibited conduct, which could include increased monitoring, supervision, or security at locations or activities where the misconduct occurred and no-contact directives, as necessary.

Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct and maintaining all information pertaining to an investigation or complaint in a secure file.

The Title IX Coordinator is responsible for maintaining records relating to sexual misconduct reports, investigations and resolutions. The Title IX Coordinator and Deputy Title IX Coordinators will participate in ongoing sexual misconduct training and maintain a high level of knowledge of the policy and procedures.
Longwood University Annual Security and Fire Report 2018

Longwood University strictly prohibits retaliation against any person for using this reporting process, or for reporting, providing witness, assisting or participating in any manner in any investigation or proceeding involving allegations. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

Employees who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation notify the Chief Human Resources Officer (Deputy Title IX Coordinator for Employees).

Lisa Mooney, Chief Human Resources Officer  
Office: Lancaster 212  
Phone: (434) 395-2074  
Email: mooneylj@longwood.edu

E. Reporting Options

Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation should notify the Title IX Coordinator:

Lindsey Moran, Esq., University Clery and Title IX Coordinator  
Office: Lancaster, G-08H;  
Office Phone (434) 395-2751, Cell Phone (434) 808-9439  
Email: moranlj@longwood.edu  
www.longwood.edu/titleix


Making a Limited Report: Persons who wish to report an incident and desire that the University take no action to investigate this incident, may speak to the Campus Advocate. This option produces a limited report, which includes no generally identifiable information about the complainant. A complainant may later choose to file a complaint with the Title IX Coordinator and thus have the incident fully investigated to the best of the University’s ability. The Campus Advocate may be contacted at Counseling and Psychological Services: Health and Fitness Center, Upper Level; Phone: (434) 395-2409.

Making a Confidential Report: Persons who wish to report an incident or speak to someone about what happened and desire that the details of the incident be kept confidential, they should speak with staff members of Counseling and Psychological Services, Student Health Center, or off-campus crisis resources, who will maintain confidentiality. Campus counselors and Student Health Center staff are available to help students free of charge.
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a. Counseling and Psychological Services: Health and Fitness Center, Upper Level; Phone: (434) 395-2409
b. University Health Center: Longwood Landings, 106 Midtown Ave, Farmville, VA; Phone: (434) 395-2102

In addition, you may go off campus to speak with clergy and chaplains, who will also keep reports made to them confidential. Longwood University has an established Cooperative Agreement with an off-campus crisis resource agency to provide services for those who wish to utilize off-campus confidential crisis resources.

a. Madeline’s House / Southside Center for Violence Prevention 24-Hour Hotline: (888) 819-2926.

F. Confidentiality

If you would like to report an incident or speak to someone about what happened and you desire that details of the incident be kept confidential, you should speak with staff members of Counseling and Psychological Services, Student Health Center or off-campus crisis resources, who will maintain confidentiality. All inquiries, complaints, and investigations are treated with utmost discretion. Information can be released as law and policy permit. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses. A complainant can decide after they talk to the Title IX Coordinator, whether or not to pursue a Title IX Complaint. In addition to the choice of whether or not to pursue a Title IX complaint, complainants may also request confidentiality in terms of not revealing the complainant’s name to a respondent. These requests are evaluated on a case by case basis by the Title IX Coordinator to determine whether that request can be honored while still providing a safe and nondiscriminatory environment for all students, including the complainant.

Many factors are weighed when determining whether or not to honor a request to withhold the complainant’s name from the respondent. These factors include, but are not limited to, when there is a clear and present danger of harm to the complainant or others, when there is knowledge or suspicion of abuse or neglect of minor children or elderly persons, reporting obligations under state law and as otherwise required by law. Additionally, these factors also include circumstances that suggest there is an increased risk of the respondent committing additional acts or there is an increased risk of future acts under similar circumstances, as well as whether the University possesses other means to obtain relevant evidence.

Although a complainant’s request to have their name withheld from the respondent may limit the University’s ability to respond fully to an individual allegation of sexual misconduct, other means may be available to address the sexual misconduct. There are steps the University can take to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant.

G. Federal Statistical Reporting Obligations

Certain campus officials (campus security authorities) have a duty to report sexual
misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to ensure greater community safety.

Mandated federal reporters (campus security authorities) include student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

H. Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safe decisions in light of the danger.

I. Procedures

The Title IX Coordinator shall provide for the adequate, reliable, and impartial investigation of all complaints. Investigations of student versus student complaints shall be coordinated by the Title IX Coordinator and/or designee. Investigations of student versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) with support from the Title IX Coordinator and/or designee. Investigations of employee versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) and/or designee.

Procedure terms associated with the Longwood University Sexual Misconduct Policy are defined below:

a. Appeal- A proceeding held to determine whether there was a failure to follow policy procedures; determine if additional evidence has come to light that was not available at the time of the University Hearing Board’s decision; determine if the sanctioning recommended is out of proportion with, or inappropriate for the offense. An appeal is processed by the University Appeals Board.
b. Complainant- Individual responsible for filing the initial complaint or Title IX Investigator on behalf of the University.
c. Hearing- A proceeding held to determine whether to uphold a Title IX Investigation report that has determined a respondent is responsible for a violation of the Sexual Misconduct Policy. A hearing may consist of one or more respondents and is processed by the University Hearing Board.
d. Outcome- The results of a Title IX investigation, hearing proceeding or appeal proceeding.
e. Respondent- The individual accused of an alleged violation.

Complainant and/or respondent may each select one support person or advisor, who may also be legal counsel, to accompany them during the investigation process, Informal Procedures and Formal Procedures. The support person or advisor may be present with their respective party for all meetings, hearings and appeals, but may not actively participate, address the hearing or appeals board, present arguments, question other parties or witnesses. Please note that a support person or advisor’s schedule will not be considered when scheduling any meetings, hearings and/or appeals.

Only trained investigators will conduct an investigation; both parties will have the opportunity to review and provide comments to the investigator about their statements before the investigation report is finalized.

The University will conduct an investigation to the extent of the information available. If the University obtains independent corroborating information of the misconduct it may determine it necessary to move forward with the investigation procedures and/or remedial measures without the involvement of a complainant.

Criminal investigations, separate from the process outlined in this policy, shall be conducted by the Longwood University Police or appropriate law enforcement agency, in parallel with the University’s investigation. In cases where students are the subject of a criminal investigation, the University’s investigation will commence parallel to or at the conclusion of such investigation.

Barring extenuating circumstances the entire process shall be completed within 60 days. Complainants and respondents will be notified if the process cannot be completed within this timeframe.

Informal Procedures

Some complaints can be resolved through informal mediation between the parties. The Title IX Coordinator and/or designee may arrange for, or facilitate mediation between the involved parties and coordinate other informal problem resolution measures. Once a report has been made, informal resolution procedures shall be pursued within five business days of the initial report. Informal Resolution Procedures are optional and may be used when deemed appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse. An investigation into the report shall be conducted by the Title IX Coordinator or designee. Once the informal resolution procedure is complete, written notification of the agreed upon resolution shall be given to both parties by the Title IX Coordinator or designee. The involved parties will sign a voluntary agreement specifying the behavioral expectations resulting from the mediation. If re-occurrence takes place, those responsible for such behavior will be subject to additional action, with greater penalties, under this policy. If either party is unsatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

Formal Procedures

Once the University has received notice of sexual discrimination, sexual harassment, sexual
misconduct, sexual assault, sexual violence, dating and relationship violence, stalking and retaliation, an investigation shall commence within five business days. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:

a. The name, department, and position of the person or persons allegedly committing the misconduct.
b. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
c. The alleged effect of the incident(s) on the complainant’s educational opportunities, living situation, position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
d. The names of other students or employees who might have been subject to the same or similar misconduct.
e. Any steps the complainant has taken to try to stop the misconduct, if appropriate.
f. Any other information the complainant believes to be relevant to the misconduct.

The investigator shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the investigator determines that the respondent did not violate this policy, the matter will be closed. At the completion of the investigation, both the respondent and complainant will be informed within five working days, in writing, of the outcome of the investigation. Both the complainant and respondent are entitled to a copy of the investigators’ report, redacted of any personally identifiable information. The redacted report shall be provided to the complainant or respondent within two working days after the Title IX Coordinator or designee has received a written request. The non-redacted report may be viewed by the complainant and respondent at any time during normal business hours.

If it is determined by a preponderance of the evidence that a violation did occur, the respondent may accept findings of the investigation and the sanctions / measures determined by the Title IX Coordinator or designee to prevent the violation’s recurrence; or challenge the findings and request a hearing. The respondent must, within five working days from the written notification of the outcome of the investigation, make a decision to, accept the findings or challenge the findings and sanctions / measures, and request a hearing.

The Title IX Coordinator or designee reserves the right to send the case to the University Hearing Board for sanction/measures recommendations only, in investigations that the respondent has been found responsible and accepts those findings. The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint. The University will, however; still proceed based on the investigative findings.

Procedures for Hearings on Violations of the Sexual Misconduct Policy

The University Hearing Board will conduct hearings regarding alleged violation(s) of this policy. A University Hearing Board hearing will proceed in the following manner:
a. Hearings conducted by the University Hearing Board are closed to the public. The only individuals allowed to be present are active participants in the hearing process: the complainant, the respondent, an advisor for each, the investigator(s), the University Hearing Board, witnesses, and necessary University administrators. Either the complainant or the respondent may dispute the presence of individuals in the hearing room. The hearing board will make the final decision.
b. The hearing will be non-adversarial and strict rules of evidence will not be applied.
c. The hearing board members and all aforementioned participants are introduced.
d. Participants state any questions they have concerning rights or procedures.
e. The statement of charges is presented.
f. The respondent enters a plea of responsible, not responsible or no plea.
g. Testimony phase: During the testimony phase of the hearings, cross-examination will be conducted by the hearing board in the presence of the University and complainant, the respondent and their respective advisors. Witnesses may only be present when actively giving testimony. Advisors may be present with their respective parties for all testimony, but may not actively participate, address the hearing board, present arguments or question witnesses.
h. The respondent, the complainant and/or University, may each present an opening statement and a closing statement before the Board. The respondent and complainant and/or University may view each other’s statements on live video feed.
i. The respondent and complainant and/or University may present evidence and witnesses. Witnesses may be cross-examined by the hearing board in opposing party’s presence. The board will privately cross-examine the respondent, the complainant, and any witnesses they deem necessary. The respondent and complainant and/or University may view testimony on live video feed.
j. The respondent and the complainant and/or University may each submit a list of questions to the board’s chairperson for the board to consider. The past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any University, judicial or student conduct proceeding will be admissible. The parties will be notified in advance of the hearing if any information addressed by this paragraph is deemed admissible.
k. After all of the evidence has been introduced, the parties will be excused from the room so that the board may deliberate.
l. The University Hearing Board shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the University Hearing Board determines that the respondent did violate this policy, the complainant will be allowed to submit a statement regarding the impact that the misconduct has had on the educational, living and/or working environment of the complainant.
m. When the board has made a decision regarding responsibility, the parties will be invited back into the room for a reading of the decision and any recommended sanctions.

The outcome of the hearing and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the hearing if no appeal is filed: The
Associate Dean of Conduct & Integrity in the case of a student respondent, the Provost and Vice President of Academic Affairs in the case of a faculty respondent, and the Vice President of Administration and Finance in the case of a classified staff or administrative employee.

Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the hearing and the appeal (if an appeal is filed) and of any sanctions being recommended to the applicable Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

**Composition of the University Hearing Board**

A five-member University Hearing Board will be appointed by the Title IX Coordinator, on a per-case basis from a pool of trained members: no less than 6 faculty and 6 staff. The chair of the hearing board is a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among board members. The Title IX Coordinator will serve as a non-voting advisor to the chair. All Board members are appointed annually and serve from October 1 - September 30. The pool of candidates for the University Hearing Board shall be nominated by:

- a. Faculty Senate, Executive Committee (faculty members).
- b. Vice President for Student Affairs and Vice President for Finance and Administration (staff).

In the case of a faculty respondent, at least three members of the University Hearing Board shall be faculty, in the case of a professional staff respondent; at least three members of the University Hearing Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members). The complainant and/or respondent can request board members to recuse themselves from the hearing for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.

The University Hearing Board panel will be trained by the Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed. Individuals cannot serve on both the University Hearing Board panel and the University Appeals Board panel during the same academic year.

**Appeals**

Appeals will be heard by the University Appeals Board. Respondents and complainants have the right to one appeal each of the University Hearing Board’s decision. Appeals must be filed within three working days of the University Hearing Board’s written decision. To file an appeal, students and employees must fill out the appeal form provided with written notice of the University Hearing Board’s decision.
Appeals may only proceed based on one of three reasons: failure to follow policy procedures, additional evidence has come to light that was not available at the time of the University Hearing Board’s hearing, the sanction received is out of proportion with the offense.

Eligibility for an appeal based on the above reasons will be determined by the Title IX Coordinator or designee.

The University Appeals Board will convene within five working days of the receipt of the appeal. All parties will receive notice of the time and place of the appeal. The appeal will be non-adversarial and strict rules of evidence will not be applied.

The outcome of the appeal and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the appeal: The Associate Dean of Conduct & Integrity in the case of a student respondent, the Provost and Vice President of Academic Affairs in the case of a faculty respondent, and the Vice President of Administration and Finance in the case of a classified staff or administrative employee.

Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the appeal and of any sanctions being recommended to the applicable Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

Composition of the University Appeals Board

A three-member University Appeals Board will be appointed by the Title IX Coordinator, on a per-case basis from a pool of trained members: no less than 6 faculty and 6 staff. All Board members are appointed annually and serve from October 1 - September 30. The pool of candidates for the University Appeals Board shall be nominated by the Faculty Senate, Executive Committee (faculty members), Vice President for Student Affairs and Vice President for Finance and Administration (staff).

In the case of a faculty respondent, at least two members of the University Appeals Board shall be faculty, in the case of a professional staff respondent; at least two members of the University Appeals Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).

The complainant and/or respondent can request board members to recuse themselves from the appeal board for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case. The University Appeals Board will be trained by the Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.
Individuals cannot serve on both the University Hearing Board and the University Appeals Board during the same academic year.

**Postponement of Hearings and Appeals**

A respondent or complainant may request one postponement of a hearing or appeal by contacting the Title IX Coordinator at least two (2) business/working days prior to the scheduled hearing or appeal, unless extenuating circumstances exist. Postponement will be allowed only under the following conditions:

- a. The respondent/complainant has an academic conflict;
- b. The respondent/complainant is unable to produce necessary witnesses on the scheduled date of the hearing;
- c. The respondent/complainant has a family emergency;
- d. The respondent/complainant is too ill to attend the hearing;
- e. The respondent/complainant cannot attend because of a religious holiday.

The Title IX Coordinator may require written verification of the reason claimed.

**Rights of the Complainant**

- a. The right to have a support person or advisor throughout the process, who may also be legal counsel.
- b. The right to remain present, either in person or via live feed, throughout the entire hearing (not including the deliberative process).
- c. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
- d. The right to have access to existing campus counseling and support services.
- e. The right to interim services to prevent reoccurrence of the behavior.
- f. The right to freedom from retaliation by the respondent (or supporters of the respondent).
- g. The right to be notified of the time, date and place of the scheduled hearing and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
- h. The right to submit a statement of how the misconduct has impacted the educational, living and/or working environment of the complainant.
- i. The right to know the outcome of the investigation, the outcome of the hearing, appeal and the sanctions, remedies and corrective actions taken by the University.
- j. The right to be informed of the ability to request changes in academic, employment and living situations.
- k. The right to request a single appeal of the outcome of the University Hearing Board’s decision and recommended sanctions (if necessary).

**Rights of the Respondent**

- a. The right to a support person or advisor throughout the process, who may also be legal counsel.
b. The right to remain present during the entire hearing either in person or via live video feed (not including the deliberative process).
c. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
d. The right to have access to existing campus counseling and support services.
e. The right to freedom from retaliation by the complainant (or supporters of the complainant).
f. The right to notice of allegations and the opportunity to testify.
g. The right to be presumed not responsible unless shown responsible by a preponderance of the evidence.
h. The right to a timely hearing.
i. The right to notification of the charges, the specific rule or policy violated, and the time, date and place of the scheduled hearing and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
j. The right to notification of any information that may be used in the hearing.
k. The right to request a single appeal of the outcome of the University Hearing Board’s decision and recommended sanctions (if necessary).

Sanctions, Remedies and Corrective Actions

Violations of this policy will be addressed through the sanctions, remedies and corrective actions listed below. The severity of sanctions, remedies or corrective action depends on the facts and circumstances of the offense and/or any history of past conduct that violates this policy. Sanctions, remedies and corrective actions could include (but are not limited to): a requirement not to repeat or continue the conduct, reprimand, reassignment, suspension, termination of employment, expulsion.

Student Records


Longwood student records policies comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, of the General Education Provisions Act. The accumulation, processing, and maintenance of student data by the University are limited to that information, which is necessary and relevant to the purposes of the University. Personal data of students will be used only for the purpose for which it is collected.

Academic Transcripts – Pursuant to Virginia Code § 23-9.2:15

A prominent notation shall be placed on the academic transcript of any student who has been found responsible and expelled or suspended for sexual violence, which includes the following as defined by this policy: sexual activity, unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Expelled – For a Violation of the University’s Code of Conduct Standards and Regulations, or, Suspended – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the
transcript when the student has completed the term of the suspension, completed any conditions of the suspension, and has been determined by Longwood University to be in good disciplinary standing.

A prominent notation shall be placed on the academic transcript of any student who withdraws prior to the final outcome of an investigation, hearing and/or appeal that alleges sexual violence, which includes the following as defined by this policy: sexual activity, unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Withdrawal while under Investigation – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the transcript when the student is subsequently found not responsible for a violation of this policy, or not suspended or expelled as a result of a violation of this policy.

**Academic Freedom and Free Speech**

This policy does not allow censorship of constitutionally-protected speech, which is valued in higher education and by Longwood University. In addressing all complaints and reports of alleged violations of this policy, Longwood University will take all permissible actions to ensure the safety of students and employees while ensuring free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or limit the use of particular textbooks or curricular materials.

**IX. ALCOHOL AND DRUG POLICIES**

The Longwood Alcohol and Other Drug Policies information contained herein is distributed in partial compliance with the Federal Drug Free Schools and Communities Act. Areas covered include the following: federal, state and local laws and penalties; Longwood-specific policies; locations where alcohol use is permitted; and Longwood disciplinary sanctions. Information on health risks associated with alcohol and other drug use and resources for education and treatment are available from the University Health Center and Office of Student Conduct and Integrity. Questions pertaining to any aspect of this policy should be directed to the Office of Student Conduct and Integrity.

**A. Federal, State and Local Laws**

1. *Virginia Minimum Drinking Age Law* - Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is also illegal to give or sell alcoholic beverages to persons who are under 21 and/or intoxicated.

2. *Open Container/Public Consumption Laws* - The Commonwealth of Virginia and Prince Edward County prohibit open containers of alcohol in public, including all public areas of the Longwood campus. At Longwood, open containers of alcohol are defined as any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol. This includes, but is not limited to, cans, cups, bottles, etc. Public area is defined as any space utilized or occupied by individuals that is not considered private or designated as a place in which alcohol
consumption is permitted. Examples of public areas include, but are not limited to, building entrances, lobbies, elevators, hallways, lounges, residence hall rooms/suites/apartments with open doors, designated balconies, meeting rooms, indoor/outdoor recreation areas, campus mall areas, academic/study areas, etc. State law also prohibits the consumption of alcohol in unlicensed public places.

3. **Driving Under the Influence** - The legal limit set by the Commonwealth of Virginia for the amount of alcohol that may be present in the blood of a person over the age of 21 while operating a vehicle is .08. The legal limit for the amount of alcohol that may be present in the blood of a person under the age of 21 while operating a vehicle is .02.

4. **False Identification Laws** - The possession, use, sale, and/or manufacture of false identification cards are strictly prohibited under Virginia law.

5. **Contributing to the Delinquency of a Minor** - In the Commonwealth of Virginia, it is illegal to purchase alcohol for those who are not of legal drinking age.

6. **Public Intoxication and/or Disorderly Conduct** - In keeping with local and state laws, Longwood will not allow public drunkenness or disorderly conduct of any kind.

7. **Drug-Free School Zones** - Violations of federal laws for possession, use, or distribution of illegal drugs carry mandatory penalties for first time offenders including imprisonment, fines, loss of property, loss of professional licensure, and loss of financial aid. Penalties for violations occurring within 1,000 feet of a school or campus may be doubled with no possibility of parole.

**B. Longwood University Alcohol and Drug Policies**

All Longwood University students are required to abide by local, state, and federal regulations regarding alcohol and drugs as described above as well as drug and alcohol policies specific to Longwood University students.

1. **Alcohol**
   a. **Location** - Alcoholic beverages must not be brought into or consumed within: 1) freshman residence halls/floors/apartments; 2) residence hall buildings designated as alcohol-free; or 3) other residence hall floors that choose not to have alcohol present in the living environment. The possession, consumption, or presence of alcohol is prohibited at all times in residence hall rooms/suites/apartments, or Longwood Managed Properties if each of the residents assigned to live in the room (i.e., the total head count comprising the living space) is under the age of 21. This restriction does not apply if at least one of the room's residents is of legal age. Possession is defined as any area or property for which the student currently occupies or is responsible.

Alcohol in Longwood Managed Properties and Residence Halls: Alcohol
possession, use and/or consumption is limited to only those rooms where at least one of the assigned residents is over 21, by only those 21 and older, provided that the location is not within a designated substance free residential area. The individual use of alcohol by persons 21 years of age or older is permitted as long as the residents' roommates/suitemates agree to the presence of the alcohol. Room/suite/apartment gatherings of more than one person must be in compliance with all Longwood policies, procedures, and regulations. It is the responsibility of the room/suite/apartment residents to insure compliance with all policies, procedures, and regulations.

b. **Manufacture**- The manufacture of alcohol on campus, or in Longwood Managed Properties and Residence Halls, except as expressly permitted by law and University regulations, is prohibited.

c. **Paraphernalia**- Possession, or use of alcohol paraphernalia; including, but not limited to, empty alcohol containers such as beer containers, mini-kegs, wine and liquor bottles, and collections of alcohol labels, cartons and beer caps, even those used in a decorative manner, is prohibited. The possession or use of devices such as beer bongs, beer funnels, beer pong tables and other items used in drinking games, and methods including drinking games, used to facilitate the rapid consumption or impact of alcohol are prohibited, regardless of age.

d. **Functions**- All membership recruitment functions (fraternity/sorority, special interest groups, and other recognized student organizations) are required to be alcohol-free.

e. **Service**- Kegs or other common sources of alcohol (including, but not limited to, the serving or provision of cans or bottles of alcohol to others) are not allowed on Longwood managed property except for events managed by the authorized University vendor.

In addition to the alcohol regulations and procedures described in this policy, all recognized student organizations will be subject to the additional expectations and standards outlined in the Student Organization section of the Longwood University Student Handbook. Please note that affiliated national organizations may have, and require compliance with, stricter policies regarding alcohol and drugs.

2. **Drugs**

a. **Possession**- The possession, use, and/or distribution of illegal drugs, as defined by the Drug Control Act of Virginia, or prescription drugs for which one does not have a legitimate prescription, are strictly prohibited. Possession is defined as any area or property for which the student currently occupies or is responsible.

b. **Manufacture**- Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia, is prohibited.
Abuse or misuse (beyond the recommended dosage and/or instructions of usage) of non-prescription medications, is prohibited and will be considered to be use of drugs.

c. Paraphernalia- Possession, or use, of drug paraphernalia; including but not limited to, roach clips, bongs or any item or device associated or used in conjunction with illegal drug activity, is prohibited.

3. Weapons

a. Possession- The possession or carrying of any weapon by any person, except a police officer, is prohibited on University property in academic buildings, administrative office buildings, student resident buildings, dining facilities or while attending sporting, entertainment or educational events. Entry upon the aforementioned University property in violation of this prohibition is expressly forbidden. Violators are subject to criminal and/or Longwood disciplinary sanctions.

The possession of weapons on campus is authorized by Longwood University teaching faculty only as required for classroom instruction. Teaching faculty must store weapons at the Longwood University Police Department before and after the actual classroom instruction.

Longwood University students who reside in student resident buildings may store no more than three firearms for up to a semester at a time. Students MUST remove weapons during school breaks, i.e. fall break, spring break, and winter break, from the Longwood University Police Department and the Longwood University property. Students must follow all procedures for firearm check-in/check-out and storage strictly. Under no other circumstances may weapons be brought on campus or stored on University property.

Overnight visitors of Longwood University students who stay with their student sponsors in student resident buildings may store no more than three firearms for no more than three days at the Longwood University Police Department. Overnight visitors of students must be accompanied at all times by their sponsors and must strictly follow all procedures for firearm check-in/check-out and storage. Under no other circumstances may weapons be brought on campus or stored on University property.

b. Check in/out- Authorized personnel checking in or checking out weapons shall enter or exit the police department escorted by a Longwood University police officer. Authorized personnel checking in weapons shall come to the police department lobby without their firearm(s), advise the dispatcher they have a weapon to check in, and wait for a police officer. Non-student visitors must be accompanied by their student hosts during check-in and check-out.
During check-in, a police officer shall escort the individual(s) outside to their vehicle, retrieve the firearm and safety check it outside, and escort the individual back into the lobby. A police officer shall escort the individual(s) with his firearms from the police department lobby outside to their vehicle after check-out.

All firearms shall be in a locked case. If the case is not lockable, a cable or trigger lock must be present on the firearm. There are no exceptions to this rule. Firearms without cases and without locking ability will not be accepted.

Authorized personnel wishing to store a firearm at the police department must contact the police department at least three days in advance to make an appointment. All authorized personnel must provide their full names and addresses, types, and number of firearms to be stored when they make the appointment. After the appointment is confirmed, authorized personnel MUST bring the firearm(s) to the police department IMMEDIATELY upon their arrival to campus. Authorized personnel shall make an appointment with the police department to check out stored weapons. Appointments must be made at least one day in advance.

Failure to abide by this policy may result in Judicial Board charges for students and disciplinary action for faculty. Non-students in possession of weapons on campus, except as otherwise authorized under this policy, shall be removed from Longwood University property and barred from staying overnight in student resident buildings.

All authorized personnel must present a valid photo identification issued by a governing agency (i.e. driver's license) and a second form of identification that confirms their physical address (i.e. voter registration card, recent bill, etc.) during check-in and check-out. Longwood University students may present a driver's license and their Longwood-issued identification card.

A photocopy of all presented identification will be made by the officer accepting the firearm(s)/weapon(s). The dispatcher will create DaPro calls for "Weapon Check-In" for all such calls for service. The caller's information will be taken to include at minimum: (1) name; (2) phone number; (3) all relevant information from the identification provided by the officer at the time of weapon check-in; (4) the firearm(s)/weapon(s) checked in with brand and serial number. All firearms shall be checked through NCIC for wanted status prior to the police department accepting them. All authorized personnel who check-in firearms shall be run through VCIN/NCIC under "Purpose Code F" prior to the release of firearms to check for any disqualifiers for firearm possession to include at minimum: (1) orders of protection; (2) felony convictions; (3) criminal convictions that are not felonious but prevent lawful firearm possession. Completion of these checks shall be noted on the weapon check-in/check-out form.
Longwood University Police Department reserves the right to maintain possession of a firearm or other dangerous weapon if the owner of said weapon appears at the police department: in an intoxicated state, as determined by the handling officer, without an appointment, in such a condition, as determined by the handling officer, in which it would be irresponsible to provide such person with a firearm at that time. An appointment may be scheduled for the following day, depending on the circumstances, at the direction of the Chief of Police.

The Evidence Custodians shall make monthly inspections of the firearm safe and verify contents with active forms. Any discrepancies (i.e. weapons that are present but not signed in or weapons that are missing but were not signed out) shall be reported to the Chief of Police immediately or as soon as practical. The Chief of Police or his designee shall begin an investigation immediately or as soon as practical into the location of the missing weapons and/or the origin of the unlogged weapons and appropriate action taken.

C. Sanctions for Violation of Alcohol Policy

The four main sanctions a student may receive are a Letter of Admonition, Disciplinary Probation, Disciplinary Suspension, and Expulsion. It is important to note these recommended minimum sanctions are for first time violations, and that alcohol and drug policies violations and sanctions are cumulative, sanctions for repeat violations are increased. Longwood University maintains a Zero Tolerance Policy with regard to the illegal distribution, manufacture, possession, or use, of drugs.

All violations, with the exception of those resulting in Expulsion, will also result in educational assignments that may require and associated fee to the student, i.e. Longwood’s Alcohol and Other Drug Education Programs.

1. Minimum Recommended Sanctions for Alcohol Violations:
   a. Letter of Admonition: Consumption, possession, and/or other use of alcoholic beverages, except as expressly permitted by law and University regulation; Possession, and/or use of alcohol paraphernalia, and/or rapid consumption items
   b. Disciplinary Probation: Public intoxication; Driving while under the influence; Sale or distribution of alcohol, except as expressly permitted by law and University regulations; Manufacture of alcohol, except as expressly permitted by law and University regulations.

2. Minimum Sanctions for Drug Policy Violations:
   a. Disciplinary Probation: Possession and/or use of drug paraphernalia; Possession and/or use of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia, or prescription drugs for which one does not have a legitimate prescription, or misuse of non-prescription drugs.
   b. Disciplinary Suspension or Expulsion: Sale or distribution of an illegal drug or
other controlled substance, or possession of an illegal drug or other controlled substance with the intent to distribute, as defined by the Drug Control Act of the Commonwealth of Virginia; Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia.

D. Sanctions for Weapons Policy Violations

Students found responsible for violating the weapons policy should receive a disciplinary suspension or expulsion.

E. Longwood University Employee Alcohol and Drug Policy

To protect the health, safety, and welfare of all members of the Longwood community by taking all reasonable measures to assure that a drug-free workplace is maintained and that employees perform their duties unimpaired by the effects of drugs or alcohol. (In accordance with Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989).

1. Definitions- For the purpose of clarification, the following terms will have the meanings outlined below:

   a. **Controlled Substance**- drug or substance found in section 54.1-3401 and Schedules I through IV of Sections 54.1-3446 through 3456 of the Code of Virginia, as amended, and Section 202 of the Federal Controlled Substances Act (21 U.S.C. 81).

   b. **Alcohol**- Any product as defined in The Alcoholic Beverage Control Act, Section 4-2 of the Code of Virginia, as amended.

   c. **Conviction**- A finding of guilt (including a plea nolo contenders) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

   d. **Criminal Drug Statute**- A criminal statute prohibiting the unlawful manufacture, distribution, dispensation, use, or possession of any controlled substance.

   e. **Drug**- Any controlled substance or prescribed or non-prescribed medication, taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.

   f. **Employee**- Administrative faculty, professional faculty, teaching faculty, classified and non-classified, full-time and part-time, salaried, and hourly persons, and any and all other individuals, except independent contractors, employed by Longwood.

   g. **Workplace**- Any site where official duties are being performed by employees.

2. **Controlled Substances Policy**- The unlawful manufacture, possession, use or distribution
of illicit drugs and controlled substances and the unlawful possession, use, or distribution of alcohol on Longwood property is prohibited. Violations are handled according to existing personnel policies and procedures governing the conduct of administrators, faculty and staff.

The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at the workplace. Any employee who violates this policy may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management. Any employee who is referred to an assistance or rehabilitation program must satisfactorily participate in such program. Satisfactory participation in such program shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or the State Employee Assistance Service.

3. **Alcohol Policy**- The unlawful or unauthorized manufacture, distribution, dispensation, or use of alcohol is prohibited at the workplace. Violators of this policy may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management.

Any employee who is referred to an assistance or rehabilitation program must satisfactorily participate in such program. Satisfactory participation in such program shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or the State Employee Assistance Service.

4. **Employees Fitness for Work**- To perform assigned duties unimpaired by the effects of drugs or alcohol. Those whose performance is impaired by the effects of drugs or alcohol at the workplace may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management.

5. **Employee Responsibilities**- As a condition of employment, all employees shall abide by the terms of this policy, and report employee convictions of any criminal drug statutes for conduct in the workplace no later than five (5) days after such conviction is entered.

6. **Institutional Responsibilities**- The institution shall provide its employees a copy of this policy, including a description of the health risks associated with the illicit use of drugs or the abuse of alcohol, and a general description of criminal sanctions under Federal and State law, for the unlawful possession or distribution of illicit drugs and alcohol (required by the Drug-Free Schools and Communities Act of 1989). The institution shall inform its employees of the dangers of drug abuse in the workplace, and availability of drug and alcohol counseling, and rehabilitation and employee assistance programs. The institution shall inform any contracting or granting agency within ten (10) days after receiving notice from an employee of any criminal drug statute conviction for a violation occurring at the workplace, when the subject employee is a sponsored program employee.

Within thirty (30) days of receiving notice of an employee's conviction for a criminal drug statute offense occurring in the workplace, take appropriate disciplinary action against such employee and/or require such employee to participate satisfactorily in a drug abuse
assistance or rehabilitation program, as required by the Drug-Free Workplace Act of 1988.

7. **Rehabilitation Programs**- Employees experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling assistance. Supervisors are encouraged to assist employees seeking such assistance. Notwithstanding an employee's voluntary participation in a drug or alcohol rehabilitation program, the employee is expected to perform his/her duties according to developed job standards and expectations.

The State Employee Assistance Service (SEAS) is available to all state employees for counseling and referral for drug and alcohol related problems as well as other personal problems. With respect to any violation of this policy, the following provisions apply; Supervisors should consult with SEAS or other state operated substance abuse programs prior to referring a state employee to a drug or alcohol assistance or rehabilitation program (under current health care benefits, not all treatment programs are covered). Management is encouraged to consult with SEAS or other state operated substance abuse programs in determining whether a state employee referred to an assistance or rehabilitation program has satisfactorily participated in such program.

Department of Mental Health, Mental Retardation and Substance Abuse Services and the Department of Health may be contacted to provide assistance and referral information. Employees may be granted leaves of absence (leave without pay if no leave balances are available) to participate in rehabilitation programs for treatment of drug or alcohol abuse at discretion of management.

8. **Institutional Substance Abuse Policies**- Longwood may modify this policy or promulgate additional substance abuse policies as needed.

9. **Interpretation**- the President or his/her designee is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Human Resources Office.

10. **Program Review**- Every two (2) years Longwood shall conduct periodic reviews of its drug prevention programs to determine their effectiveness and to implement changes as required. Revised and approved by the Board of Visitors, September 7, 2002.

F. **Alcohol and Drug Education Programs**

Longwood’s Alcohol and Drug Education Programs are intended to help students explore their values and behaviors, and how their decisions today can affect their futures tomorrow. Issues of high and low risk drinking choices, the impact of alcohol and other drugs on the body, and other aspects of their lives, addiction, and goal setting is highlighted. Failure to meet the conditions of these sanctions will result in a hold on registration, diplomas, and/or transcripts. Instructions for payment of associated fees will be contained in the official decision letter provided to the student after the conclusion of the case.

1. **My Student Body**- MyStudentBody (MSB) serves as Longwood’s primary program to
educate students through a comprehensive approach on alcohol and other drug abuse, sexual misconduct, and other health and wellness factors that can affect academic success. MSB engages students and parents in effective, evidence-based prevention and gives administrators the data to target, evaluate, and strengthen prevention initiatives.

2. **BASICS** (Brief Alcohol Screening and Intervention for College Students) - BASICS is an individual intervention consisting of two, one-hour meetings. This program focuses on raising awareness about substance use and its consequences and motivating participants towards positive change. It encourages participants to think differently about their use of alcohol and other drugs. The fee for this individual instruction is $50.

3. **First Round** - First Round is a one time, two-hour, small group instruction led by a staff facilitator. Participants engage in group activities and discussions about their current patterns of substance use, the risks involved, and harm reduction strategies they can use to decrease personal risk. The class is designed to address student needs through brief motivational interviewing and focuses on harm reduction. This instruction uses alcohol screening and feedback to reduce alcohol misuse and/or abuse by enhancing motivation to change, promoting healthier choices, reviewing myths and facts about alcohol, and teaching coping skills to moderate drinking. The fee for this group instruction is $75.

4. **Last Call** - Last Call is a one time, two-hour, small group instruction led by a staff facilitator. Participants engage in group activities and discussions about their current patterns of substance use, the risks involved, and harm-reduction strategies they can use to decrease personal risks. The class is designed for college students who partake in high-risk alcohol and/or other drug use. This instruction is designed to address the majority of second time alcohol violations, and first time drug violations, and concentrates on student needs through brief motivational interviewing with a focus on harm reduction, chemical dependency, and behavior change. The fee for this group instruction is $100.

5. **TIPS** (Training for Intervention ProcedureS) For the University - Training for Intervention Procedures for the University is a one time, two and a half hour, large group skill based training program led by a staff facilitator. TIPS is designed specifically for college students to prevent intoxication, underage drinking, and drunk driving. Whether a student chooses to consume alcohol or not, at some point situations will arise where others around that student are consuming alcohol. Through TIPS training, students will gain skills needed to prevent intoxication for themselves and others and to intervene with those who have misused alcohol. The fee for this group instruction is $25 (per person).

6. **Residence Hall Programs** - Residence Assistants call upon the Health Education Specialist in the Student Health & Wellness Center or ask to coordinate the help of the Peer Health Educators to assist with programs for the residents on their halls. They may simply request brochures to accompany a program they already have planned.

7. **Alcohol/Substance Abuse Risk Assessment** - In order to help students gain increased
insight into how their personal patterns of alcohol and other substance use may be putting them at risk for future violations, health concerns, negative academic impacts, etc., a mandatory 90-minute assessment conducted by a qualified alcohol/substance abuse counselor may be included as a sanction for a violation of Longwood’s Alcohol and Other Drug Policies and as a requirement for consideration of readmission for those students suspended as a result of violations of Longwood’s Alcohol and Other Drug Policies. Students may opt to have the assessment performed locally in Farmville or by an independent qualified substance abuse counselor, either of which the student is responsible for payment.

Documentation must be provided to verify completion, with recommendations regarding the student being forwarded to the Office of Student Conduct & Integrity by the counselor conducting the assessment.

X. **MISSING STUDENT POLICY**

A. **Student Registration**

All students have the opportunity and means to identify an individual or individuals that are to be contacted in an emergency, with the University determines that a student is missing. Students may be assured that their emergency contact information will be registered confidentially, accessible only to authorized campus officials, and disclosed only to law enforcement personnel for the sole purpose of their investigation.

Students are encouraged to utilize forms prepared and made available by the University to provide emergency contact information, which a student may update when needed. The procedures and forms are communicated routinely to the students during new student orientation, residence hall meetings, and the start of the spring and fall semesters.

B. **Missing Student Notification**

Upon receipt of a complaint, report or expression of concern about a missing student, the Longwood University Police Department will undertake all reasonable efforts and attempts to contact the student. A student will be deemed missing when contact has not been made for more than 24 hours, but the time period may be accelerated and appropriate intervention will occur sooner when there is evidence of possible criminal activity in connection with the student’s disappearance, the student, regardless of age, as known, or suspected physical/mental disability or condition, or is otherwise compromised and there is thought to exist risk of an immediate danger to their safety or the safety of others, the student, regardless of age, is believed to be in the company, voluntarily or involuntarily, of another.

When the missing student is located, LUPD will contact the student to offer any appropriate support, as well the emergency contact(s) and/or parents to confirm the student has been located. If the investigation is unsuccessful in locating the missing student, LUPD will continue to investigate according to established police procedures.
XI. HIGHER EDUCATION OPPORTUNITY ACT VICTIM NOTIFICATION

Student disciplinary cases are part of the official educational record of the student and are confidential except as otherwise permitted by law. Examples include release of directory information, notification of complainants in sexual misconduct policy cases and notification of victims of crimes of violence (such as crimes of sexual assault, or involving the use, attempted use, or threatened use of physical force or any other offense that is a felony involving substantial risk of the use of physical force against another person in committing the offense).

XII. FIRE SAFETY

A. Residence Halls Safety Systems

Longwood provides a number of student housing options, each of which are equipped with a variety of features that are designed to detect, stop or suppress the spread of fire.

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<th>Facility</th>
<th>Fire Alarm Monitoring Done On-Site (by LUPD)</th>
<th>Fire Alarm Monitoring Done by 3rd Party</th>
<th>Full Sprinkler System</th>
<th>Fire Alarm System (including detection &amp; notification)</th>
<th>Stand Alone Smoke Alarms</th>
<th>Portable Fire Extinguishers</th>
<th>Evacuation Plans &amp; Placards</th>
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<td>X</td>
<td>3</td>
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<td>Register Hall 508 Vine St</td>
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</table>
*1 Partial Sprinkler System is defined as having sprinklers in the commons areas only
*2 Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

B. Fire Drills

<table>
<thead>
<tr>
<th>Resident Hall Address</th>
<th>Number of Fire Drills</th>
<th>Resident Hall Address</th>
<th>Number of Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC Hall 408 Griffin Blvd.</td>
<td>4</td>
<td>Longwood Landings NE 120 South St.</td>
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<tr>
<td>Cox Hall 210 Griffin Blvd.</td>
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<td>Longwood Landings NW 120 Midtown Ave.</td>
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<tr>
<td>Curry Hall 412 Spruce Street</td>
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<td>Longwood Landings SE 150 Midtown Ave.</td>
<td>4</td>
</tr>
<tr>
<td>Frazer Hall 418 Spruce Street</td>
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<td>Longwood Landings SW 121 Midtown Ave.</td>
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<tr>
<td>Lancer Park, Building 201 201 Clubhouse Circle</td>
<td>4</td>
<td>Sharp 506 Redford St.</td>
<td>3</td>
</tr>
<tr>
<td>Lancer Park, Building 203 203 Clubhouse Circle</td>
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<td>Register 508 Vine St.</td>
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<td>Lancer Park, Building 204 204 Clubhouse Circle</td>
<td>4</td>
<td>South Ruffner 205 Chambers Court St.</td>
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<td>Lancer Park, Building 205 205 Clubhouse Circle</td>
<td>4</td>
<td>Stubbs 306 Griffin Blvd.</td>
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</tr>
<tr>
<td>Lancer Park North 4</td>
<td>4</td>
<td>Wheeler 4</td>
<td>4</td>
</tr>
</tbody>
</table>
C. Fire Safety Policies

1. Portable Electric Appliances- Students living in traditional residence halls are not permitted to have in their residence hall rooms any appliance with exposed electrical coils, including, but not limited to, hot plates, toasters, toaster ovens, electric grills (including "George Foreman"), and space heaters. Refrigerators must be no larger than 4.6 cubic feet and/or 2.0 amperes. Microwaves must not exceed 1000 watts. Ceiling fans and dimmer switches are also not permitted. Extension cords are not permitted for any reason. Any length UL listed multi-plug devices are permitted only if they have a built-in circuit breaker (Surge Protector). The University reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others.

2. Smoking- Smoking is the lighting or burning of any pipe, cigar, cigarette, or other tobacco product. Use of personal vaporizers is considered smoking for the purposes of this policy. The institution prohibits smoking on campus except in areas that are specifically identified as "Designated Smoking Areas" and all cigarette butts must be disposed of in urns provided in the "Designated Smoking Areas" or urns located at various locations around the perimeter of the main campus including the smoking hut between Lancaster and Jarman Auditorium, the gazebo behind McCorkle Hall, the gazebo behind Bristow Building, the benches at the ends of the Dorrill Dining Hall colonnades, the loading dock of Lankford Student Union, the smoking hut beside ARC Residence Hall, the smoking hut by the Race Street entrance of Greenwood Library, the gazebo in front of Curry residence hall, the benches by Spruce Street entrance of Willet Hall, the smoking hut by the Spruce Street entrance of Hull building, the smoking hut in front of the recycling center and the gazebo between Wygal and Bedford buildings.

3. Open Flames- The possession, lighting, or burning of candles, incense, oil lamps, lanterns, grills, George Foreman-type grills, or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all on campus residence halls. This also extends to other Longwood owned or controlled buildings and property with regulations that ban the presence of such items. Exceptions to this policy may occur only under the following conditions: (1) written approval is provided by the Vice President for Student Affairs; (2) a designated building or area permits use for a specific purpose (such as classroom instruction or on an outdoor, cement surface), or (3) Fraternity/Sorority ceremonies (specific guidelines from the Office of Fraternity and Sorority Life MUST be followed).

4. Room Décor- Room decorations and modifications are important in personalizing student rooms, but students should make plans that enhance their personal safety. Wall hangings, posters, or other hanging room decorations must be affixed to and flush with the wall using
products approved by the Office of Residential and Commuter Life. Wall hangings or beads cannot cover exit routes or doors. The indiscriminate use of nails, tacks, or screws is not permitted. Students should not hang objects from the ceiling, sprinkler system, or any component of the fire alarm system. Because of the importance of ceiling tiles in preventing the spread of fire, students are prohibited from removing or replacing ceiling tiles or storing items above the ceiling tiles. Fresh cut trees or cut greenery is not permitted in any building on campus. String lighting cannot be strung from wall to wall across hallways, exit routes, or fixture to fixture. All lights must be flush to the wall and no more than three strings of lights can be connected together.

D. Fire Safety Education

The Office of Environmental Health and Safety along with the Residential Housing Office provides training during freshmen orientation about fire safety and what items you are not allowed to have in rooms. There is training available to students and employees on fire extinguishers and the Automatic External deregulators that are stationed throughout the university upon request. The Residential Assistants for each floor of on-campus housing are always looking at possible violations of university policies with fire safety and any violations found are subject to disciplinary action. The university also conducts routine testing of all fire suppression and fire alarm systems as mandated by the Virginia Statewide Fire Prevention Code.

E. Reporting Policies

To report a fire, call 911 or the Longwood University Police Department at 434-395-2091 or the Farmville Police Department at 434-392-3332. If a member of the Longwood University community finds evidence of a fire that has been extinguished and the person is not sure whether Longwood University Police has already responded, the community member should immediately notify the Longwood University Police to investigate and document the incident. For additional information about fire safety contact the Office of Environmental health and Safety at 434-395-2455. To review the fire log, visit the Longwood University Police Department located in the basement of Dorrill Dining Hall.

F. Building Evacuation

Students and faculty/staff are required to know and understand the evacuation procedure when the fire alarm is activated. When the fire siren sounds, everyone must leave the building immediately and no one is to return to the building until Longwood University Police Department give permission. Upon exiting the building, everyone must stand 50 feet away from the buildings or at the designated locations and stand clear of the roadway to allow fire-fighting equipment to reach buildings.

In the event of an actual fire, students and faculty/staff should pull the fire alarm for the building and evacuate the building. The student and/or faculty/staff should call 911 after safely evacuating the building. Fire alarm pull stations are to be used only for fire and fire drills.
XIII. **FIRE LOG**

### 2017 Fire Log

<table>
<thead>
<tr>
<th>RESIDENTIAL FACILITIES</th>
<th>TOTAL FIRES IN EACH BUILDING</th>
<th>FIRE NUMBER</th>
<th>CAUSE OF FIRE</th>
<th>NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY</th>
<th>NUMBER OF DEATHS RELATED TO A FIRE</th>
<th>VALUE OF PROPERTY CAUSED BY FIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>Dryer-unintentional</td>
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<td>0</td>
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**Unintentional Fire** – A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

**Intentional Fire** – A fire that ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

**Undetermined** – A fire in which the cause cannot be determined.

### 2016 Fire Log

<table>
<thead>
<tr>
<th>RESIDENTIAL FACILITIES</th>
<th>TOTAL FIRES IN EACH BUILDING</th>
<th>FIRE NUMBER</th>
<th>CAUSE OF FIRE</th>
<th>NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY</th>
<th>NUMBER OF DEATHS RELATED TO A FIRE</th>
<th>VALUE OF PROPERTY CAUSED BY FIRE</th>
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<td>Lighting strike</td>
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**Unintentional Fire** – A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

**Intentional Fire** – A fire that ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

**Undetermined** – A fire in which the cause cannot be determined.
Unintentional Fire – A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Intentional Fire – A fire that ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

Undetermined – A fire in which the cause cannot be determined.

XIV. **CRIME AND DISCIPLINARY STATISTICS**

A. Clery Act Geography

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

2. *Non-campus building or property* - Any building or property owned or controlled by student organization officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of or 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.

3. *Public property* - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

4. *Separate Campus* - In broad terms, the Clery Act defines separate locations as other institution-owned or controlled locations that may include satellite, extension or similar types of non-contiguous sites that have an organized program of study and administrative personnel on-site.
B. Definitions of Reportable Crimes

1. Aggravated Assault- is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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 which could, and probably would, result in serious personal injury if the crime were successfully completed.)

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

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

4. 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 the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and section 668.41 Code of Federal Regulations, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. Dating violence is not defined in the Commonwealth of Virginia criminal statutes.

5. Domestic Violence- a felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. For the purposes of complying with the requirements of this section and section 668.41 Code of Federal Regulations, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Commonwealth of Virginia defines domestic violence as: § 18.2-57.2. Assault and battery against a family or household member; penalty. Any person who commits an assault and battery against a family or household member is guilty of a Class 1 misdemeanor.
§ 16.1-228. Definitions. “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.

6. Drug Law Violation - is defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Hierarchy Rule is a requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

7. Illegal Weapons Possession - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification- manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

8. Intimidation - to willfully place another person in reasonable fear of bodily harm through the use of threatening works and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

9. Larceny - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

10. Liquor Law Violations - the violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification is the furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance;
and attempts to commit any of the above.

11. **Motor Vehicle Theft** - the theft or attempted theft of a motor vehicle.

12. **Murder and Non-Negligent Manslaughter** - the willful (non-negligent) killing of one human being by another.

13. **Manslaughter by negligence** - the killing of another person through gross negligence.

14. **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 or violence and/or by putting the victim in fear.

15. **Sexual Assault** - an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident Based Reporting System User Manual from the FBI UCR Program, A sex offense is “any act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”

The Commonwealth of Virginia defines sexual assault in a variety of code sections including the following-

§ 18.2-67.4. Sexual battery. A. An accused is guilty of sexual battery if he sexually abuses, as defined in § 18.2- 67.10, (i) the complaining witness against the will of the complaining witness, by force, threat, intimidation, or ruse, (ii) an inmate who has been committed to jail or convicted and sentenced to confinement in a state or local correctional facility or regional jail, and the accused is an employee or contractual employee of, or a volunteer with, the state or local correctional facility or regional jail; is in a position of authority over the inmate; and knows that the inmate is under the jurisdiction of the state or local correctional facility or regional jail, or (iii) a probationer, parolee, or a pretrial defendant or post trial offender under the jurisdiction of the Department of Corrections, a local community-based probation services agency, a pretrial services agency, a local or regional jail for the purposes of imprisonment, a work program or any other parole/probationary or pretrial services or agency and the accused is an employee or contractual employee of, or a volunteer with, the Department of Corrections, a local community-based probation services agency, a pretrial services agency, a local or regional jail; is in a position of authority over an offender; and knows that the offender is under the jurisdiction of the Department of Corrections, a local community-based probation services agency, a pretrial services agency or a local or regional jail. Sexual battery is a Class 1 misdemeanor.

§ 18.2-67.10. General definitions. “Sexual abuse” means an act committed with the intent to sexually molest, arouse, or gratify any person, where the accused intentionally touches the complaining witness’s intimate parts or material directly; 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; 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 the accused forces another person to touch the complaining witness’s intimate parts or material directly covering such intimate parts.

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

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

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

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

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

21. *Stalking* - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress. For the purposes of this definition “course of conduct” means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable Persons means a reasonable person under similar circumstances and with similar identities to the victim. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Commonwealth of Virginia defines stalking as any person, except a law-enforcement officer, as defined in § 9.1-101, and acting in the performance of his official duties, and a registered private investigator, as defined in § 9.1-138, who is regulated in accordance with § 9.1-139 and acting in the course of his legitimate business, 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.
22. **Vandalism**- 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. Attempts are included.

C. **Hate Crimes Definitions**

1. **Hate Crime**- a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, ethnicity/national Origin or gender identity.

2. **Race bias**- a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

3. **Gender bias**- a performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender. e.g., male or female.

4. **Gender identity bias**- a performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity. e.g., bias against transgender or gender non-conforming individuals.

5. **Religious bias**- a performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

6. **Sexual orientation bias**- a performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

7. **Ethnicity/national origin bias**- a performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

8. **Disability bias**- a performed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

D. **Disciplinary and Crime Statistics for the Main Campus**

Disciplinary and Crime Statistics 2017 Main Campus
## Hate Crime Statistics 2017 Main Campus

| Hate Crime | 2017 | 0 |
## Disciplinary and Crime Statistics 2016 Main Campus

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*Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

**Hate Crime Statistics 2015 Main Campus**
Longwood University Annual Security and Fire Report 2018

E. Emporia- Longwood University offers a Bachelor of Liberal Studies in Elementary Education and a Master of Science in Education (Counseling) degree at the Southern Virginia Higher Education Center located in Emporia, Virginia. With its home campus in Farmville, VA, Longwood combines a private university experience with the affordability of a state institution.

### Disciplinary and Crime Statistics 2017 Emporia

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| Hate Crime | 2016 | 0 |

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F. **Martinsville Campus** - Longwood University’s Martinsville Campus site is located at the New College Institute at the College of Graduate and Professional Studies at 30 Franklin Street in Martinsville, Virginia.

### Disciplinary and Crime Statistics 2017 Martinsville Campus

<table>
<thead>
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<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
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Longwood University Annual Security and Fire Report 2018

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Hate Crime Statistics 2017 Martinsville Campus

| Hate Crime | 2017 | 0 |

Disciplinary and Crime Statistics 2016 Martinsville Campus
### Hate Crime Statistics 2016 Martinsville Campus

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### Disciplinary and Crime Statistics 2015 Martinsville Campus

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### G. South Boston- Longwood University South Boston site is located at the Southern Virginia Higher Education Center at 820 Bruce Street in South Boston, Virginia.

### Disciplinary and Crime Statistics 2017 South Boston Campus

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<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
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<th>Non-Campus</th>
<th>Public Property</th>
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### Crimes

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**Hate Crime Statistics 2016 South Boston Campus**

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**Disciplinary and Crime Statistics 2015 South Boston Campus**

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Hate Crime Statistics 2015 South Boston Campus

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*Yearly totals of residential facilities and campuses supplied by Longwood University Police

**Yearly totals for public property supplied by Longwood University Police, Farmville Police and Prince Edward Sheriff’s Department.

Additional statistics were requested from the following agencies/locations:
1. Ann Arbor Michigan Police Department
2. Asheville North Carolina Police Department
3. Boise Idaho Police Department
4. Black Mountain North Carolina Police
5. Blacksburg Virginia Police Department
6. Boiling Springs North Carolina Police Department
7. Charleston South Carolina Police Department
8. Chelmsford Massachusetts Police Department
9. Danville Virginia Police Department
10. Emporia Virginia Police Department
11. Farmville Virginia Police Department
12. Fredericksburg Virginia Police Department
13. Gainesville Florida Police Department
14. Greenville North Carolina Police Department
15. Greenwood South Carolina Police Department
16. Greenville County Sheriff’s Department
17. Iowa City Iowa Police Department
18. Jacksonville Florida Police Department
19. Johnsonville City Tennessee Police Department
20. King of Prussia Pennsylvania Police Department
21. Lexington Virginia Police Department
22. Martinsville Virginia Police Department
23. Miami Florida Police Department
24. Montross Virginia Police Department
25. Myrtle Beach South Carolina Police Department
26. Petersburg Virginia Police Department
27. Phoenix Arizona Police Department
28. Prince Edward County Virginia Sheriff’s Department
29. Radford Virginia Police Department
30. Rock Hill South Carolina Police Department
31. Shelby North Carolina Police Department
32. South Boston Virginia Police Department
33. Spartanburg South Carolina Police Department
34. Towson Maryland Police Department
35. Westmoreland County Virginia Sheriff’s Department
36. Wilmington North Carolina Police Department
37. Athens General Police Department, Athens, Greece
38. Royal Thai Police Bangkok, Thailand
39. Chandigarh Police. Chandigarh, India
40. Municipal Police, Florence, Italy
42. City of London Police, London, England
43. Madrid Municipal Police Department, Madrid, Spain
44. Metropolitan Police Office, Ranipokhari, Kathmandu, Nepal
45. Commonwealth of Dominica Police Force, Roseau, Dominican Republic
46. Salinas de Guaranda Police Station, Salinas de Guaranda, Ecuador
47. Ministry of Public Safety, San Jose, Costa Rica

Additional Information:

The Campus Security Act requires that reportable crimes be broken down into four categories: on campus, non-campus, public property, and student residences. The term “campus” means any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residences, halls, and property within the same reasonably contiguous geographic area of the institution that is owned by the institution, but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). The term “non-campus” means any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the institution. The term “public property” means all public property—including thoroughfares, streets, sidewalks, and parking facilities—that is within the campus, or immediately adjacent to and accessible from the campus. Previously, on campus, non-campus, and student residences were reported as a single crime statistic for a given crime. Crimes that occurred off campus property were not previously reportable. An enumerated crime that occurs on property immediately adjacent to or within an area up to the far curbing of any street adjacent to campus property is now reported under the “public property” category.

XV. RESOURCES

A. Law Enforcement
   1. Emergency- 911
   2. Campus Emergencies- 434-395-2091
   3. Information and non-emergencies- 434-395-2398
   4. Integrated Security Systems- 434-395-2279
   5. Town of Farmville Police- 434-392-3332
   6. Prince Edward Sherriff Office - 434-392-8101
7. Hampden- Sydney College Police - 434-223-6164  
8. Virginia State Police, Appomattox Field Office -434-352-7128

B. Other Relevant Resources
1. Vice President for Student Affairs- 434-395-2039  
2. Dean of Students 434-395-2487  
3. Counseling and Psychological Services- 434-395-2409  
4. Student Conduct and Integrity- 434-395-2490  
5. Residential and Commuter Life- 434-395-2080  
6. Commuter Affairs- 434-395-2851  
8. Piedmont Crisis Center- 888-819-2926  
9. Sexual Assault Hotline- 800-838-8238  
10. Crossroads Counseling- 800-548-1688  
11. Centra Southside Hospital- 434-392-8811