Annual Security & Fire Safety Report 2020
# Annual Security and Fire Safety Report 2020

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I. CONTEXT OF THE LAW

In 1990 Congress passed legislation that established the right of students, their parents, and employees to know about crimes committed on campuses and about campus security policies and procedures. By having colleges and universities disseminate such information, Congress intended to increase the level of campus security awareness, thereby helping to create safer campuses. In compliance with this law, now called the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and in support of the aims of the legislation, Hampden-Sydney College (H-SC) herein presents the following information related to campus security and safety. It is the policy of the College to have the Director of Public Safety and Chief of Police to annually gather data, compile and distribute the final report. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the College Department of Public Safety and Police, the Town of Farmville Police Department and the Prince Edward County Sheriff’s Department, as well as other agencies with jurisdiction within the College’s Clery geography, and non-police officials (known as Campus Security Authorities, or CSA). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law). Statistical information is requested by and provided to Department of Public Safety and Police by the employees at the College’s Health and Wellness Center, even though they are not required by law to provide statistics for the compliance document.

All of the statistics are gathered, compiled, and reported to the College community via this report, which is published by the Department of Public Safety and Police. The Clery Compliance Coordinator submits the annual crime statistics published in this brochure to the United States Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

A. CONFIDENTIAL REPORTING

The College does not have a voluntary confidential reporting system for inclusion in the annual crime statistics. Therefore, pastoral and professional counselors, if and when they deem it appropriate, inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Director of Counseling, when functioning as such, can report crimes to the Department of Public Safety to be included in the annual statistical disclosure. Such reports may be made without disclosing personal identifying information but with enough information to allow the Department of Public Safety to make a timely warning consideration and to try to prevent double counting crimes.

II. CAMPUS SECURITY AND SAFETY

Located in a rural setting, Hampden-Sydney College has historically had a safe and secure environment. That is not to say that crimes and arrests do not occur, for they do. However, acts that threaten one’s
safety are not characteristic of this community.

One of the significant reasons for this is that those in the community—students, faculty, and staff—accept responsibility for their own and others’ safety and cooperate with campus police officers and residence hall staff, among others, in trying to protect persons and property. We recognize that in a close-knit community like ours, we should continue to rely on one another and to follow sound practices if we are to sustain a safe and secure campus environment.

A. HONOR CODE AND CODE OF STUDENT CONDUCT

The Hampden-Sydney College Honor Code and Code of Student Conduct are enumerated in The Key. Students should be familiar with the Honor Code and the Code of Student Conduct and abide by these precepts and regulations. They should also encourage other students to abide by these codes to enhance the quality of life on campus and to diminish the number of threats to safety involving students and others.

III. HOW TO GET HELP

The offices of the Department of Public Safety and Police are located at 88 Atkinson Avenue. Police services are available 24 hours a day, 7 days a week.

It is the policy of the College, if feasible, to have the Department of Public Safety and Police personnel and/or other appropriate staff respond to any reported crime or emergency involving a threat to personal safety and security or to enlist the help of local police agencies or emergency services, such as the First Responder Service of the Hampden-Sydney Volunteer Fire Department or the Prince Edward Volunteer Rescue Squad, all of which can be reached by dialing 911. Additionally, reports may be sent to the Office for Student Affairs for review and potential action. Communication officers are available 24 hours a day to answer your calls. In response to a call, Department of Public Safety and Police personnel will take the required action, either dispatching a police officer or asking the victim to report to Department of Public Safety and Police to file an incident report. All reported crimes will be investigated by the Department of Public Safety and Police, and may become a matter of public record. Department of Public Safety and Police incident reports that involve student conduct violations are forwarded to the Dean of Students Office for review and referral to the Student Justice System for potential action, as appropriate. Department of Public Safety and Police personnel will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Justice System. If assistance is required from the County Sheriff’s Office or Hampden-Sydney Volunteer Fire Department, the Department of Public Safety and Police personnel will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the Department of Public Safety and Police, will offer the victim a wide variety of services (see section X).

All crimes or emergencies should be reported to the Department of Public Safety and Police. For direct telephone access to the Department of Public Safety and Police, dial (434) 223-6164 (only 6164 is needed if dialing from an office, residence hall, or fraternity house telephone that is part of the College’s telecommunications system). If there is no answer or only a recorded answering device, call (434) 392-3332 and the Farmville communication officer will immediately try to contact a College police
officer through the police communications system. The communication officer can also call for assistance from the Prince Edward County Sheriff’s Department or the State Police, who work independently and cooperatively with the Department of Public Safety and Police, as the situation requires.

Thus, anyone with information about crimes or violations of college rules should report the matter to the Director of the Department of Public Safety and Police, or a police officer so that the data can be included in the annual statistical disclosure and for assessment for a timely warning notice.

A. DAILY CRIME LOG


The public may request a copy of the crime log at the Department of Public Safety and Police headquarters, located at the Bush House at 88 Atkinson Avenue, during normal business hours (typically Monday through Friday, from 8:30 am to 5:00 pm, except holidays). The log contains the criminal activity, medical and fire incidents for the previous sixty (60) days. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request.

IV. EMERGENCY PROCEDURES

In an emergency:

- Dial 911
- Use the blue emergency phones located:
  - Alpha Dorm Parking Lot
  - Crawley Forum
  - Bortz Library
  - Between White House and the Carpenters Residence Halls
  - Fraternity Circle
  - Parking Lot Behind Venable

If you feel threatened or have a safety or security concern and are unsure of what to do, any resident advisor (RA) can be a source of assistance, as can the assistant deans in the Office of Student Affairs located in the Brown Student Center.

Where the nature of a problem is such that other support services are required, such as counselors and health service professionals, College Police officers or personnel in the Office of Student Affairs will make the contacts, as deemed necessary.

Students, faculty, staff and guests are urged to report all acts of violence or crimes, including theft, accurately and promptly to the Department of Public Safety and Police, when the victim of a crime elects to or is unable to make such a report. If you discover a crime to have been committed after the fact, it
needs to be reported, too, so that follow-up action can be taken, if needed, and accurate records can be maintained.

V. ACCESS TO CAMPUS

Students, faculty, staff, and other employees of the College have access to academic, administrative, and recreational facilities on campus. Access to residence halls is limited primarily to students and their guests, but employees have access as needed, for maintenance, emergencies, residence hall programming, informal interaction with students, and related purposes.

During normal business hours, academic and administrative buildings are open and accessible to the College community, as well as campus visitors and guests. The general public is welcome to attend most cultural and sports events, unless otherwise stipulated, but the general public does not have access to the campus or College facilities on a regular, routine basis. Exceptions are made for specified community service programs and public relations purposes.

The Department of Buildings and Grounds maintains College buildings and grounds with sensitivity to safety matters, to include the maintenance of proper campus lighting on walkways and in parking lots and trimming shrubbery.

When College is in session, the main doors of residence halls are not locked. However, each residence hall room has a door lock, and students are encouraged to keep their room keys on their person and to lock their room doors at night and at all other times when the room is not occupied. The student governed honor system works extraordinarily well, but with guests often present, especially on weekends, the residence halls become much more “public.” Thus, prudence is encouraged.

The Department of Public Safety and Police officers routinely patrol campus grounds and buildings, including academic, administrative and residential facilities to monitor security issues and concerns. Housing staff members also act as an additional set of eyes and ears to report security related matters that occur within residential facilities.

To enhance the security of bicycles and to diminish the chances of theft, students are urged to lock their bikes in the racks provided outside many residence halls and other buildings or to secure them by chaining them to a fence, a pole or any bike rack. Bikes must be registered with the Department of Public Safety and Police. Locks are available in the Bookstore.

Students should take common-sense precautions to protect their personal property such as marking stereos, cameras, TV’s, computers, and the like with engraving instruments. Valuables left in a car should be locked in the trunk, if applicable, and the motor vehicle itself should be locked when parked.

During holiday periods students are expected to secure their own belongings by locking room doors and windows when the room is vacated.

Students also are urged to report to College police officers or other personnel, as appropriate, any suspicious-looking individuals whom they believe do not belong in their residence halls or other College buildings and any troubling, unusual incidents in or around residence halls or elsewhere on
It is the policy of this College to disclose to victims of violent crime the results of any disciplinary actions taken against those who violate the Code of Student Conduct in this context.

VI. AUTHORITY

The Department of Public Safety and Police is responsible for maintaining a safe and secure environment. This mission is fulfilled through the deployment of police and security officers on the campus. Police officers are certified by the Commonwealth of Virginia after successfully completing the Virginia Department of Criminal Justice Services mandated law enforcement academy. Police officers are armed and have the obligation and authority to arrest and issue summons when criminal or traffic violations are observed, or after completing an incident investigation. Police officers enforce the Code of Virginia and the policies of the College. Police officers regularly complete in-service training to remain certified. College security officers provide support to the police officers by adding an additional layer of preventive patrol. College security officers have no responsibility or authorization to arrest individuals for violations of the law. In addition to securing buildings and providing patrol, College security officers perform traffic and crowd control functions.

The jurisdictional authority of College police and security officers includes the campus and a limited area beyond the boundaries of the College, as well as off campus property owned by the College. All of the College police officers are also deputized by the Prince Edward County Sheriff. These personnel have additional authority beyond the normal College boundaries to include Prince Edward County.

Officers of the Department of Public Safety and Police work cooperatively with the State Police and with the local police in the Town of Farmville and Prince Edward County. The Department of Public Safety and Police does not maintain a memorandum of understanding (MOU) pertaining specifically to the investigation of criminal incidents, but does have mutual aid agreements with the Farmville, Prince Edward County and Longwood University.

Police officers prepare written incident reports for their own internal use and for record-keeping purposes. Also, the Department of Public Safety and Police, on a voluntary basis, seeks information from local and state police jurisdictions on any crimes committed or arrests made on our controlled geography as well as non-campus locations involving Hampden-Sydney students and student organizations. This information is forwarded to the Dean of Students Office for action. No officially recognized student organizations are located at non campus facilities; however, some students live off campus in College-owned facilities.

Finally, the Department has a trained Virginia Fusion Center liaison officer that receives updates and notices of criminal incidents and intelligence from the Virginia State Police. Information that is relevant to the Hampden-Sydney community is shared with all police and security officers.

VII. ALCOHOL AND OTHER DRUGS

The College complies with the Drug Free Schools and Communities Amendments of 1989 by making
students and employees aware of laws pertaining to alcohol and other drugs and by actively discouraging the violation of these laws. Policies on alcohol and illegal drugs and on the enforcement of these rules are in *The Key*, the student handbook.

In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, the College is committed to maintaining a drug free workplace and promoting high standards of employee health and safety. College standards prohibit the illegal manufacture, possession, distribution or use of alcohol and drugs. The College policy may be viewed at:

http://www.hsc.edu/public-safety-and-police

It is well known that many acts of violence, including sexual abuse, occur when one or more of those involved have abused alcohol or other drugs and are under their influence. Therefore, the College urges caution when one is in a setting where alcohol is present and reminds those who do consume alcohol that they are expected to do so in a low-risk manner consistent with the law.

Students receive educational information about alcohol and illegal drugs through orientation for new students, programs in residence halls and fraternity houses, the freshman advising seminar, and other special events conducted on campus.

The College prohibits the unlawful possession, use, and sale of alcoholic beverages and the Department of Public Safety and Police will enforce Virginia underage and possession drinking laws. Additionally, the College prohibits the possession, use, and sale of illegal drugs and the Department of Public Safety and Police will enforce Virginia drug laws and College policies.

**VIII. PROGRAMS**

From time to time police officers visit residence halls and fraternities to talk with students about security awareness procedures and concerns and to encourage crime prevention. Also, special notices are sent via e-mail, *The Tiger* (student newspaper), and on the in-house cable television channel (Tiger News Network) about security concerns and security alerts. Students and employees are regularly encouraged to be responsible for their own security and that of others, which is a common theme discussed during security awareness programs. During the 2019 calendar year, the Department of Public Safety and Police,

Office of Student Affairs and the Health and Wellness Center offered many programs pertaining to topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. The 2019 calendar year presentations:

- **3rd Millennium Classroom** – All incoming students are required to complete online substance education courses prior to arrival on campus.

- **Alcohol-Wise** educates about the harmful effects of alcohol and acts as a prevention tool for alcohol-related violations. Tailored to the individual, students receive personalized feedback, self-referral tools, and pre- and post-course assessments to measure behavior change and knowledge gain.

- **Marijuana-Wise** educates students about the harmful effects of marijuana and acts as a prevention tool for future marijuana related problems. It includes research on marijuana's impact on sleep, IQ, its potential as a “gateway drug,” and its links to schizophrenia, and
synthetic marijuana's health consequences.

- **Training for Intervention ProcedureS “TIPS” –** TIPS is a nationally recognized certification alcohol awareness program that helps students make sound choices when faced with difficult decisions about alcohol. This 2.5 hour course is offered several times a year to targeted and general groups and is available upon request.

- **Legal Issues for College Students –** A panel of town and county police officers and other court personnel speak to freshmen each year on law violations specific to alcohol or other drug misuse. The local prosecutor and chief of police guide the discussion. This program is offered in August. These town and county officials, along with Campus Police are also requested periodically throughout the year to speak with small groups of student leaders.

- **Substance Education –** A team of faculty and staff led by the Assistant Dean for Substance Education teach alcohol and other drug education and bystander intervention in the context of the college experience. They are available upon request for student groups and provide the course to all incoming students on entry.

- **How To Help A Friend –** This training with student leaders on warning signs and effective ways to respond when someone needs help from alcohol or other drug misuse is a 2 hour training shared with Student Govt, Student Court, Fraternity Presidents and New Members, and RAs.

- **Personalized Feedback Inventory “PFI” –** The PFI is an online tool provided to students looking to assess their drinking habits. The course takes approximately 20 minutes and provides feedback on money spent on alcohol, calorie intake and comparisons of college student drinking (perception vs. reality). The PFI is shared with athletic teams and fraternities in a group setting.

- **Tigers In Recovery –** Tigers In Recovery is a community of students overcoming addictive behavior. This community invites students to assess their choices and develop habits conducive to physical and mental wellbeing in an environment that is accepting and supportive. Substance-free, social and community-building activities are provided in addition to weekly SMART Recovery Meetings.

- **Sober Tailgates –** Provided at home football games

- **Monthly Campaigns**
  - Dry January
  - Safe Spring Break (February-March)
  - Alcohol Awareness Month (April)
  - National Recovery Month (September)
  - Sober October
  - Great American Smoke-Out (November)

- **TIGERS STEP UP! –**is a bystander intervention training to help students learn strategies and techniques to intervene directly and indirectly in emergency and non-emergency situations.
Students encounter a wide-range of issues including academic integrity, alcohol abuse, anger, depression, discrimination, gambling, hazing, relationship abuse and sexual assault. Simply understanding bystander intervention makes you more likely to intervene and prevent problems from occurring-(year-round)

- Interactive DUI Simulation – Annual Campus Police-Substance Education collaboration

IX. COMMUNITY NOTIFICATION

A. Timely Warning Notices

Everyone should be aware that the College gives timely notice to the community when certain types of crimes are reported to campus authorities or local police agencies if such crimes are considered a serious or ongoing threat to students and employees. Timely Warning Notices are typically issued for, but not limited to, the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law violations.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons offenses are considered on a case-by-case basis and depend on the facts of the case and the information known by the Department of Public Safety and Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other H-SC community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute in a “timely” manner to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Department of Public Safety and Police. Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernible pattern of crime. The Director of Public Safety and Chief of Police, or designee, reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. Alerts may not be issued for any incidents reported after ten days from the date of occurrence. Timely Warning Notices may be posted for other crime classifications and locations, as deemed necessary.

Reports of this nature should immediately be made to the Director of Public Safety and Chief of Police or a police officer. Typically, Timely Warning Notices are written and distributed by the Director of Public Safety and Chief of Police. These notices should be heeded, for, in practice, such a notice would be infrequent and should command special attention. Notice is made in a variety of ways, depending on the situation. The primary notification system includes sending text messages, sending email notices, interrupting campus information displays with incident information and replacing the rotating images on the College home webpage with incident information.
Secondary notification may include posting notices at strategic locations on campus and placing a bulletin on the local campus cable channel, which is wired into all residence hall and fraternity house rooms and some other campus locations. Timely Warning Notices will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Professional and pastoral counselors, acting in such capacity, are exempt from the timely warning reporting requirement.

B. Emergency (Immediate) Notification

Hampden-Sydney College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health, safety of students or staff occurring on campus. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The College is not required to issue a Timely Warning Notification based on the same circumstances as an Emergency Notification.

In the event of an emergency, the ENS will send critical information, news, and instructions using the following format:

<table>
<thead>
<tr>
<th>Notifications</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority for approving &amp; sending messages</th>
<th>Primary Message Sender</th>
<th>Backup Message Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Text Message sent to all H-SC student, faculty, and staff cell phones that have not been opted out of the ENS</td>
<td>Director of Public Safety and Chief of Police, or Deputy Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police, or Deputy Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Voice Messaging</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police, or Deputy Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Email Messaging</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police, or Deputy Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Electronic Bulletin Boards</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police, or Deputy Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>College Home Webpage</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police, or Deputy Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
</tbody>
</table>
X. VIOLENCE AGAINST WOMEN REAUTHORIZATION, HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT

Hampden-Sydney College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking, as defined by the Clery Act in the Violence Against Women Reauthorization (VAWA). Policy regarding these crimes are covered in the Harassment and Discrimination Policy. Due to the fact that jurisdictions define VAWA offenses different, the pertinent definitions are listed.

A. Federal Clery Act definitions for crimes of domestic violence, dating violence, sexual assault and stalking as follows:

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

**Crime of Violence:** According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:
- An offense that has an element of the use, attempted use, or threatened use of physical force against the person or property of another; or,
- Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 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 in a dating relationship.
  - 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 §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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 sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”

- Rape is defined as 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.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

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.
  - Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.
  - Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or
other professional treatment or counseling.

- 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.

B. JURISDICTIONAL DEFINITIONS OF CRIMES PARALLEL TO CLERY ACT CRIMES

Virginia definitions of crimes of domestic violence, dating violence, sexual assault and stalking as follows:

Domestic Violence:
- Domestic violence means any act involving violence, force, or threat including any forceful detention, which results in physical injury or places one in reasonable apprehension of serious bodily injury and which is committed by a person against such a person's family or household member.
- The following are defined as family or household members for purposes of Virginia domestic violence laws: spouse, regardless of residence; ex-spouse, regardless of residence; in-laws who live in the same home; persons who have a child in common, regardless of residence; cohabitants; and those who have cohabitated in the past year, and their children.
- Both stalking and sexual assault can constitute family abuse.

Dating Violence: The Commonwealth of Virginia does not have a dating violence law. This would be charged under assault codes (simple, aggravated, sexual). The exception would be if they live together, or have a child together, then it would fall under domestic violence law. It is however covered as a Title IX offense.

Sexual Assault: Virginia has defined 20 crimes that are used to prosecute sexual assault and related crimes within the state. Defined generally, a sex crime in Virginia is a sexual act on a person that has not given or is capable of giving consent.
- Rape is defined as sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in sexual intercourse with any other person and such act is accomplished-
  - against the complaining witness's will, by force, threat or intimidation of or against the complaining witness or another person; or
  - through the use of the complaining witness's mental incapacity or physical helplessness; or
  - with a child under age 13 as the victim
- Fondling is not defined by the Commonwealth of Virginia
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape-while the Commonwealth doesn't use the phrase "statutory rape," the criminal act is essentially the same. There are two separate "statutory rape" crimes in Virginia. The first statute deals with carnal knowledge of a child between 13 and 15 years of age. The second statute deals with someone 18
years old or older having sex with someone age 15, 16, or 17 years of age.

Stalking: Stalking is defined as repeated conduct which places a person, or his or her family, in reasonable fear of death, sexual assault, or bodily injury.

Consent: There is no specific statutory definition of consent in Virginia. However, the law infers the lack of consent when there is evidence of physical force, threats, intimidation, impaired mental capacity, physical disability or if the victim is under the statutory age of consent.

C. HAMPDEN-SYDNEY COLLEGE’S POLICIES

Under the H-SC Code of Student Conduct, harassment, discrimination and sexual misconduct can constitute a breach of the Code. These acts may occur between students, between students and employees, or students and third-parties who are not employed by or students of the College. The term Complainant to refer to the person against whom actions were allegedly perpetrated (even if that person chooses not to make a formal complaint) and the term Respondent to refer to the person whose actions are being questioned. The College encourages all members of the college community to be aware of both the consequences of harassment, discrimination and sexual misconduct and the options available to those whom it impacts. The College urges those affected to seek assistance using the College’s Harassment, Discrimination and Sexual Misconduct (HDSM) Policy. Through the Title IX Coordinator, its health service, residence life, and student affairs offices, the College offers educational programs to promote awareness of such misconduct. A student respondent who is found responsible of harassment, discrimination and sexual misconduct for acts that occurred on or off campus can be disciplined under the HDSM Policy and in some cases may be prosecuted under Virginia criminal statutes. Even if criminal justice authorities do not prosecute, the College can pursue disciplinary action, which could result in suspension or expulsion from the College. The College may pursue enforcement of its own policy, whether or not legal proceedings are underway or in prospect, and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether college rules or federal civil rights laws have been violated. The College will make no attempt to shield members in the College community from the law, nor will it intervene in legal proceedings on behalf of a member of the community.

Policy Overview

Hampden-Sydney College is committed to maintaining and strengthening an environment founded on civility and respect. The Harassment and Discrimination Policy describes prohibited harassment and discrimination, including sexual misconduct (hereafter abbreviated as “HDSM”). The policy also establishes procedures for responding to HDSM. The purpose of this Policy is to eliminate HDSM based on the protected categories listed above, prevent reoccurrences, and remedy its effects. The comprehensive version may be viewed at http://www.hsc.edu/discrimination-and-misconduct.

Notice of Nondiscrimination

While exempted from Subpart C of Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”) with respect to its admission and student recruitment activities, Hampden-Sydney College
(the “College”) does not discriminate, and prohibits discrimination by students, employees, and third parties on the basis of the following protected categories: race, color, sex (including pregnancy, sexual orientation, gender identity and gender expression), religion, age, national or ethnic origin, family medical or genetic information, disability, familial, or veteran status, or any other category protected by state or local law, in the operation of its educational programs, community social activities or programs, and with respect to employment.

The College is obligated to comply with the Violence Against Women Reauthorization Act, Title IX, Title VII and Clery Act, as well as other entities.

Statements of Policy

This Policy is designed to protect the rights and needs of all parties involved in all complaints of HDSM. Creating a non-discriminatory environment is the responsibility of all members of the community. The College strongly encourages prompt reporting of all types of HDSM and is committed to a timely and fair resolution of complaints.

HDSM refers to unequal treatment of individuals, based on one or more of the protected classes, that is sufficiently severe or pervasive to unreasonably interfere with or limit the individual's opportunity to participate in or benefit from a College program or activity, or that otherwise adversely affects a term or condition of a student’s education or living environment, or a term or condition of an individual’s employment with the College. With respect to employment, prohibitions on HDSM apply to advertising, recruiting, applications, hiring, job assignments, promotions, pay, benefits, discipline, and discharge.

A wide range of behaviors falls within the general definition of prohibited HDSM under this Policy. Key determining factors are that the behavior is unwelcome, based on a protected category, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct. Under this Policy a single, isolated incident of harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical. The determination of whether an environment is hostile must be based on all of the circumstances. These circumstances could include, but are not limited to:

- The frequency of the conduct;
- The nature and severity of the conduct;
- Whether the conduct was physically threatening;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether a statement is a utterance of an epithet that engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
- In complaints in which a faculty member is a Respondent, whether the conduct deserves the protections of Academic Freedom.

Offensive or derogatory comments, or other unwelcome verbal, visual, or physical conduct based on any protected category violates this Policy if the conduct creates an intimidating, hostile, or offensive learning, living, or working environment, or interferes with an employee’s work performance or a student’s ability to benefit from or participate in the College’s academic programs or activities.

Harassment is a form of discrimination in which unwelcome verbal, visual, or physical conduct is directed toward an individual because of an individual’s actual or perceived membership in one or more of the protected categories listed in the College’s non-discrimination statement. Conduct does not have to include an intent to harm, be directed at a specific person, or involve repeated incidents to be prohibited under this policy. Conduct violates this Policy when it creates a hostile environment – meaning that the unwelcome conduct is sufficiently severe, or pervasive, and that it interferes with an individual’s employment, academic
performance or participation in College programs or activities, and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile, or offensive.

Discrimination is inequitable treatment that occurs:
- because of an individual’s actual or perceived membership in one or more of the protected categories listed in the College’s non-discrimination statement; and
- which has the effect of excluding an individual from participation in, denying an individual the benefits of, or otherwise adversely affecting a term or condition of an individual’s employment, education, living environment, or participation in a College educational program or activity. This includes failing to provide reasonable accommodations, consistent with state and federal law, to persons with disabilities under the ADA or Rehabilitation Act.

While all protected classes are described in the complete policy, only Harassment and Discrimination Based on Sex, Sexual Orientation, Gender Identity, Gender Expression and in the form of Sexual Misconduct are defined in this section.

Prohibitions against harassment and discrimination based on biological sex apply to both males and females. Gender identity refers to an individual’s inner sense of having a particular gender, which may or may not correspond to their gender at birth. In contrast, gender expression refers to the ways that an individual presents their gender through means such as appearance, behavior, grooming, and/or dress. Sexual orientation describes a person’s emotional, romantic, or sexual attraction to individuals of a particular gender. The College defines harassment based on sex (i.e., sexual harassment) as Sexual Misconduct.

Sexual misconduct occurs when there is unwelcome conduct of a sexual nature that a reasonable person would find to be so severe, or pervasive, and objectively offensive that it effectively denies a person equal access to the College’s educational programs or activities. Conduct can be verbal, visual, or physical. Examples include the use of sexual slurs, unwelcome sexual touching, and non-consensual sexual intercourse. Sexual misconduct also occurs when there is unwelcome verbal, visual, or physical conduct, not necessarily of a sexual nature, that a reasonable person would find to be so severe, or pervasive, and objectively offensive that it effectively denies a person equal access to the College’s educational programs or activities, and that is perpetrated because of the target individual’s sex. Examples include publicly posting non-sexual slurs on campus or in social media, damaging or destroying an individual’s property, or physically assaulting an individual, because of the individual’s biological sex, sexual orientation, gender identity, or gender expression. Sexual misconduct, as defined in this Policy, encompasses a wide spectrum of prohibited behaviors, from the use of a sexual slur, to acts of sexual violence.

A. Types of Sexual Misconduct
- Quid Pro Quo sexual harassment against a student occurs when decisions regarding grades, housing, scholarships, or participation in college activities and programs are conditional based on submission to requests for sexual favors. An employee is subject to tangible employment action sexual harassment when a term or condition of employment (e.g., pay or an employment benefit) is promised to an employee, or withheld from an employee because of the employee’s response to a superior’s request for sexual favors.
- Sexual violence. State law on sexual assault and other forms of sexual violence can be confusing, in part because terms such as sexual assault, rape, etc., have definitions that may vary across states. Given that this Policy applies to prohibited acts of sexual misconduct in the College’s academic programs and activities anywhere in the United States or in the world, this Policy does not adhere to a particular state’s criminal or civil definitions of acts of sexual violence.

(1) Sexual assault is an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault occurs when any of the following conditions are true:
- Intentional and unwelcome sexual touching (including undressing or sexually exposing another person) without their consent is non-consensual touching. It
also includes coercing or forcing, or attempting to coerce or force another
person to touch you, touch themselves, or a third party;
• Any sexual act where force, violence, coercion, or deception is used to engage in
sexual conduct without the consent of another individual;
• Any sexual conduct with an individual who is unable to give consent;
• Allowing others to have sex with an incapacitated person;
• Sexual Intimidation, which includes, but is not limited to, stalking, cyber-
stalking, bullying, or cyber-bullying;
• Hazing of a sexual nature; and
• Rape or attempted rape. This Policy defines rape as an act of completed or
attempted sexual intercourse or penetration (i.e., anal, oral, or vaginal),
however slight, with any body part or any object, by one person upon another
person without consent – non-consensual sexual intercourse.

(2) Domestic Violence includes acts of verbal, visual, and physical abuse committed by a current or
former spouse of the victim, by a person with whom the victim shares a child in common, by a
person who cohabitates with or previously cohabitated with the victim as a spouse or intimate
partner, or by any other person against an adult or youth victim who is protected from that
person’s acts under the domestic or family violence laws of a U.S. state.

(3) Dating Violence also known as intimate partner violence, is controlling, abusive, or
threatening behavior that takes place in the context of a romantic or intimate relationship. It
can occur in heterosexual, homosexual, asexual, or other relationships. Dating violence may
include verbal, emotional, physical, or sexual abuse, or a combination of these behaviors.

(4) Stalking occurs when an individual engages in a course of conduct directed at a specific person
that would cause a reasonable person to fear for their safety, or the safety or others, or suffer
substantial emotional distress.

(5) Sexual Exploitation is any act of taking non-consensual sexual advantage of another person for
one’s own advantage or benefit, or to benefit a third-party. Sexual exploitation includes, but is
not limited to:

• Causing or attempting to cause the incapacitation of another person to gain a
sexual advantage over that person;
• Prostituting another person or benefiting from such activity;
• Non-consensual videotaping, photographing, or audio-recording of sexual
activity and/or the non-consensual distribution of these materials to others
(whether or not the original recording was consensual);
• Exceeding the boundaries of consent (e.g., allowing a third-party to observe
consensual sex without knowledge or consent from all parties);
• Knowingly transmitting a sexually transmitted infection or disease (including
HIV) to another person.

B. Understanding Consent and Incapacitation
Consent is informed and given actively without coercion or implied threat. It can be verbal or non-verbal
(e.g., reciprocal actions) and it unambiguously indicates a willingness to participate in a mutually agreed-
upon sexual activity. The person who initiates a sexual act is responsible for acquiring consent. Consent
cannot be gained by ignoring or acting in spite of the objections of another. Consent cannot be inferred
from silence, passivity, or a lack or resistance. It cannot be inferred from a current or previous dating or
sexual relationship or the existence of such a relationship with anyone else. As a matter of law, some
persons can never consent to sexual activity – including people under the age of 18 and intellectually
disabled people (if their disability was reasonably knowable). Hampden-Sydney College policy prohibits
consensual relationships between non-student employees and students enrolled at the College unless the student is also the employee’s spouse.

Incapacitated individuals cannot give consent. Individuals are incapacitated when they are asleep or unconscious, or because they are mentally or physically unable to make informed, rational judgments (e.g., as a result of drug or alcohol usage). A person who knew, or should have known, that an individual was incapacitated and proceeded to engage in an act of sexual intercourse or penetration has committed rape.

A person experiencing a blackout from alcohol or drug use may, or may not be incapacitated. The National Institute on Alcohol Abuse and Alcoholism writes: “Blackouts are periods of amnesia during which a person actively engages in behaviors like walking and talking, but does not create memories for these events as they transpire.” A person’s ability to make rational decisions regarding sex, (i.e., to understand Who, What, When, Where, Why, and How with respect to a sexual activity) may, or may not be intact during a blackout state.

Examples of non-consensual sexual behaviors include:

- Having sex or attempting to have sex with an unconscious or semi-conscious person.
- Having sex or attempting to have sex with someone who is asleep or passed out.
- Having sex or attempting to have sex with someone who has said “no.”
- Having sex with someone who is not reciprocating body movement.
- Allowing another person to have sex with your sexual partner without their consent.
- Having someone perform sexual acts as a condition of acceptance into a fraternity or athletic organization, or any other organization affiliated with the College. This includes acts of intercourse; penetration of the vagina, anus or mouth with any object; being made to facilitate the abuse of another; assisting with physically assaulting another’s genitals; or purchasing or providing alcohol or drugs to another for the purposes of facilitating a sexual assault (includes all forms of sex-based hazing).
- Having sex with a person who is vomiting, unable to stand without assistance, or has had to be carried to another location.
- Telling someone you will disclose their sexual orientation without their consent if they don’t engage in sex with you.
- A professor telling a student they will receive a grade different from what they deserve if the student won’t agree to some form of sexual contact.

Prohibition of Retaliation

Retaliation against any person for making a report or complaint, testifying, or participating in an investigation, proceeding, or hearing related to alleged acts of HDSM under this Policy is strictly prohibited. The HDSM Policy further defines acts of retaliation and how to report them.

Prohibition on Providing False Information

Individuals are prohibited from knowingly filing a false complaint under this Policy, knowingly providing false information to College officials, or intentionally misleading College officials who are involved in the investigation or resolution of a complaint. This is addressed further in the HDSM Policy.

Confidentiality

To the extent possible, the College will seek to protect the privacy of the parties involved in HDSM complaints, as well as preserve the confidentiality of information obtained during the complaint resolution process. However, the College may be required to disclose the parties’ identities or other information during the process to comply with the law or guarantee student or employee safety. With respect to any report under this Policy,
the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate HDSM, prevent its recurrence, and remedy its effects.

Information regarding alleged HDSM will generally be disclosed by College personnel only as follows:

A. Strict Confidentiality. Licensed professional employees in the Counseling Center and the Office of Student Health, the Athletic Trainers, and the Chaplains employed by the College are authorized to receive reports of alleged HDSM and to maintain strict confidentiality regarding information reported to them. Personally Identifiable Information shared with any individuals in the above categories is not part of students’ or employees’ College records and is not reported to other College personnel, unless the disclosing individual gives their consent to the disclosure, or in limited situations as required by law (e.g., in cases of alleged sexual misconduct involving a minor, or under conditions of imminent physical harm to other individuals).

B. Heightened Confidentiality. If information regarding alleged HDSM, is shared with an employee of the College designated as a Mandatory Reporter, the employee is obligated to report that information to the College’s Title IX and 504 Coordinator or a Deputy Coordinator. If the Complainant prefers not to make a complaint and desires that the Assigned Coordinator not share the information with the Respondent or with others, the individual must request that the College apply heightened confidentiality to information. Individuals desiring heightened confidentiality should contact the Assigned Coordinator directly and clearly request that the complaint remain confidential. The College takes requests for heightened confidentiality seriously; however, such requests may limit the College’s ability to investigate and take reasonable action in response to a complaint. Consequently, the Assigned Coordinator must determine whether the request for heightened confidentiality can be honored while still allowing the College to satisfy obligations it has under this Policy and applicable law. When making a decision to apply heightened confidentiality to a particular situation, the Assigned Coordinator may conduct a preliminary investigation into the alleged HDSM and will weigh requests for heightened confidentiality against the following factors:

- The severity and/or pervasiveness of the alleged misconduct;
- Whether the Complainant is a minor;
- Whether there have been other complaints of HDSM against the Respondent; and
- The applicability of any laws mandating disclosure.

The Assigned Coordinator will inform the individual requesting heightened confidentiality whether it can be granted, and will disclose any limitations on maintaining heightened confidentiality. In situations where the College will maintain heightened confidentiality, the following actions may occur:

- The College will take prompt action to limit the effects of the alleged HDSM and to prevent its recurrence. For instance, the College may implement appropriate supportive measures to ensure an individual’s safety even in the absence of a College proceeding.
- Information regarding alleged HDSM may be included in College records for the purpose of assessing the campus climate and planning educational programming, as necessary, to eliminate discrimination based on the protected categories in the College’s educational programs and activities, but this information will not become part of the Respondent’s educational and/or employment records unless the complaint progresses and there is a finding of responsibility for a violation of this Policy’s prohibitions on HDSM.
- College personnel will handle information regarding alleged HDSM in accordance with applicable local, state, and federal laws. For example, under conditions of potential imminent harm to the community, the College may be required by law to inform the community of the occurrence of the alleged incident(s) of HDSM. Similarly, information regarding the alleged HDSM may be used as an anonymous report for data collection purposes under the Clery Act.
As required by Virginia law (Code of Virginia, § 23.1-806), in cases where an act of sexual violence has allegedly been committed against a student, the Title IX Coordinator must convene a Review Committee within 72 hours of receiving information about an alleged incident(s). The College extends this requirement to acts of bias based violence against students and employees, in any type of HDSM allegation. The Review Committee will conduct a Threat Assessment and determine if reporting the alleged incident to the law enforcement agency with jurisdiction for investigation is necessary to protect the health or safety of the Complainant or others. The Review Committee will include the Title IX and 504 Coordinator or a Deputy Coordinator, a representative from Campus Police, and a representative from the Office of Student Affairs. The Review Committee may be required to share information about the Complainant and the Respondent with a Virginia Commonwealth Attorney.

If an Assigned Coordinator determines the College cannot honor a Complainant’s request for confidentiality, the Complainant will be notified of this before the Respondent is notified of the allegations. The Coordinator will promptly schedule an intake meeting with Complainant and subsequently schedule an intake meeting with the Respondent.

Requests not to Investigate and Refusals to File a Complaint or Participate in the Resolution Process

A Complainant has multiple options for proceeding with a charge of HDSM. The Complainant may request that the College not investigate the allegation(s) reported. The individual may decline to file a complaint, and/or decline to participate in a College investigation and/or resolution of allegation(s). However, such requests may limit the College’s ability to investigate and resolve a complaint. Regardless of an individual’s decisions or requests, this Policy stipulates that the College will respond when an employee who is a Mandatory Reporter knows, or should have known, of allegations of HDSM in its educational programs or activities. Thus, the College may still take action, recommended by the Title IX and 504 Coordinator, to eliminate discrimination, prevent its reoccurrence, and remedy its effects, even when the target of the alleged discrimination chooses not to file a complaint or to participate in the complaint resolution process. Additionally, the complaint or other information regarding alleged HDSM may also be used to make an anonymous report for data collection purposes under the Clery Act.

The HDSM Policy provides information on extending limited immunity for HDSM incident reporting. It also explains how individuals with disabilities may obtain accommodations in order to participate in the procedures outlined in the HDSM Policy.

Making a Decision to Report Acts of HDSM

Hampden-Sydney College encourages any individual subjected to HDSM, any witness of HDSM, or anyone with knowledge of an act of HDSM to make a report to an appropriate College official as soon as possible. Because the College is sensitive to cultural, religious, familial, and personal concerns that sometimes play a role in a Complainant’s decision-making, the College respects the discretion of the individual in these matters to the degree permitted by state, local, and federal laws. Although the College strongly encourages reporting by individuals subjected to HDSM, the College will not take disciplinary action against an individual if they choose not to make a report.

A. Indefinite Time Limit for Reporting to the College. It is not unusual for individuals who have experienced HDSM, to remain silent following the incident(s). Supportive measures are available, regardless of how long ago the incident(s) occurred. Talking with someone immediately may be helpful. There is no time limit for filing a report of HDSM to an appropriate College official under this Policy. However, if the Respondent is no longer enrolled at the College, employed by the College, or a third-party over whom the College has control, the options for addressing past acts of HDSM may be limited.
B. Reporting Acts of HDSM. In order to empower individuals to make informed decisions about reporting, it is useful to understand the College’s procedures for handling these matters. The College recognizes that a single act of HDSM can simultaneously involve multiple violations under federal civil law and/or state criminal law. Specifically, one single act may create multiple violations that may be investigated and adjudicated through different processes. Consequently, the College’s complaint resolution procedures are not a substitute for criminal resolution procedures and vice-versa. The different processes mandate different standards of proof and allow the Respondent different types of assistance in responding to the allegations. Criminal enforcement processes are not designed to provide supportive measures (e.g., counseling, changes in room assignments, class schedules, etc.) for either the Complainant or the Respondent. The College’s complaint resolution process operates independently of local law enforcement.

**Reporting to Medical Professionals**

The health of an individual impacted by harassment, discrimination, or violence, especially sexual misconduct, is of great importance. If the nature of the misconduct warrants it, the individual should seek medical attention as soon as possible. Some injuries may not be immediately apparent.

Seeking medical care does not obligate an individual to report an incident of HDSM to College officials, or to file a Criminal Complaint. Licensed professional employees in the Student Health Center, Certified Athletic Trainers, and health care providers at other medical facilities (as well as employees supervised by these personnel) are required to maintain absolute confidentiality of patient information.

During a medical examination by a trained health care provider, an individual may receive necessary medical treatment (e.g., to treat wounds, prevent sexually transmitted diseases, or pregnancy, etc.). Physical evidence may also be collected during a medical examination. The collection of evidence does not obligate the patient or health care provider to report an incident of HDSM. The existence of physical evidence may subsequently prove important in resolving a complaint if the patient decides to report the incident.

In Virginia, an individual who has been sexually assaulted may elect to obtain medical care in which a forensic nurse collects evidence and submits a Physical Evidence Recovery Kit (PERK) to a state laboratory for storage, without making a report to law enforcement officials. There is no cost to the patient for the medical exam and collection of evidence. If the patient subsequently decides to file a criminal complaint, evidence collected in the PERK can be recovered and utilized. The evidence collection process will be enhanced if the patient does not wash or use the toilet before being seen by a health care provider. If the patient needs to change clothing, it is recommended that they put all clothing that was worn at the time of the incident in a paper bag, not a plastic bag.

Resources for insuring an individual’s health after any act of HDSM include:

- **Student Health Center.** 204 College Road, Hampden-Sydney, VA 23943. 434-223-6167
- **Centra Southside Medical Center Emergency Department.** 800 Oak St., Farmville, VA, 23901. 434-315-2401. An individual who has been sexually assaulted may be referred to Lynchburg, VA for treatment by a forensic nurse at the Centra Lynchburg General Hospital. Other medical injuries may be treated in the hospital’s Emergency Department in Farmville. A patient who is 18 years old, or older and who is a dependent on another individual’s health insurance policy may keep their medical treatments for sexual assault private from the policyholder. Medical personnel cannot share any of a patient’s medical information with another individual without the patient’s permission. However, when a medical care provider submits a claim for payment to the patient’s insurance company, an Explanation of Benefits (EOB) form is sent by the insurance company to the policy holder, specifying which treatments were provided and which insured person received medical care. A dependent seeking treatment following sexual assault who does not want the health insurance policy holder to receive an EOB form describing their treatment may ask the hospital staff to be treated without being billed.
- Prince Edward County Volunteer Rescue Squad. 911.
- Southside Center for Violence Prevention. 434-394-3505. Toll free hotline (24/7) 888-819-2926, website: https://www.scvpcares.org, P.O. Box 466, Farmville, VA 23901.

**Reporting to the Police**

A Complainant’s safety is important. If an assault of any kind occurs, it is important to get to a safe place as soon as possible. In an emergency, call 911.

**A. Office of Public Safety and Police.** Campus police can provide assistance on campus and on any College-owned property. Campus police can be reached by:

- **Address:** Bush House. Hampden-Sydney, VA, 23943.
- **Telephone:** 434-223-6164 or 911.
- **Blue Light Telephones.** The following locations are equipped with emergency blue light phones. The phone can either be manually dialed by pressing the black button to dial campus police at 223-6164, or pressing the red button automatically dials 911.
  - Walter Bortz Library Rear Parking Lot, Phone 434-223-7298
    Address: 257 Via Sacra, Hampden-Sydney, VA 23943.
  - Venable Dormitory Parking Lot, Phone 434-223-7208
    Address: rear of Venable Hall, 77 Via Sacra, Hampden-Sydney, VA 23943.
  - Theta-Chi Fraternity House, Phone 434-223-7209
    Address: Curb in front of 117 Atkinson Avenue, Hampden-Sydney, VA 23943.
  - The Walkway for Carpenter Z and Cushing Hall Dormitory, Phone 434-223-7210
    Address: 390 Crawley West, Hampden-Sydney, VA 23943.
  - Alpha Dormitory Parking Lot, Phone 434-223-7087
    Address: 737 Alpha Drive, Hampden-Sydney, VA 23943.
  - Crawley Forum Parking Lot, Phone 434-223-7305
    Address: 679 College Road, Hampden-Sydney, VA 23943.

A Complainant does not have to determine whether or not particular acts of HDSM, are violations of criminal law. Law enforcement personnel will do this. Complainants are welcome to have a friend, parent, or other supporter present while making a report to Campus Police.

Following a report of harassment, Campus Police Officers will interview the Complainant about the events that occurred and may take notes during the conversation. One purpose of the interview is to gather information that can be used to identify the accused individual(s). Campus Police Officers may ask questions about the location of the incident, whether there were any witnesses, and what happened before and after the incident. Although the College may extend limited immunity from its internal alcohol policies and substance abuse policies to the Complainant, witnesses, the Respondent (if found “not responsible”), and other individuals reporting alleged incidents of HDSM, or assisting potential victims, Campus Police Officers cannot offer immunity from local, state, or federal laws regarding the use of these substances. Campus Police officers may take photographs of the location where the alleged misconduct occurred and collect physical evidence. Officers are trained to treat all persons interviewed with sensitivity, privacy, and respect. Once the information collection process is complete, a police officer will write a report about the alleged incident(s). This report will be important should a Complainant decide that they want to file formal charges, whether immediately, or at a later date.

**B. Other Local Law Enforcement Agencies.** Hampden-Sydney College recommends that any individual who is the target of HDSM, outside of the jurisdiction of Campus Police report the incident to the local law enforcement agency. An individual who was the target of, or a witness to, HDSM doesn’t need to know which law enforcement agency has jurisdiction in their locale. Regardless of an individual’s
location, local law enforcement can be contacted by calling 911 and asking the dispatcher to send the appropriate authorities. Reporting to local law enforcement facilitates warning others, apprehending the accused individual(s), bringing awareness to the community, and maintaining options for criminal prosecution in the future.

- **Farmville Police**, 116 North Main St. Farmville, VA, 23901, 434-392-3332.
- **Longwood University Police**, Dorrill Dining Hall, 201 High Street, Farmville, VA 23909, 434-395-2091.
- **Prince Edward County Sheriff’s Office**, 124 South Main St., Farmville, VA, 23901, 434-392-8101.

**Reporting to the College**

In order to encourage reporting, when a complaint of HDSM involves underage drinking, the College will not charge the following individuals with a violation of the College’s alcohol policy: the Complainant, the Respondent (if found to be “not responsible”), witnesses, and other individuals making a good faith report or attempting to assist alleged or potential targets of HDSM. The College cannot grant immunity from drug or alcohol-related behavior that violates local, state or federal laws.

The College’s HDSM Complaint Process, including Title IX.

A. The Title IX and 504 Coordinator and Deputy Coordinators

- Ms. Melissa Wood, Title IX and 504 Coordinator, Student Health Center 101, 434-223-6061, mwood@hsc.edu
- Mr. John Hollemon, Dean of Inclusive Excellence, 301 Brown Student Center, 434-223-7154, jhollemon@hsc.edu
- Dr. Eric Dinmore, Deputy Coordinator, Atkinson Hall, Room 301, 434-223-6118, edinmore@hsc.edu
- Ms. Sue Carter, Deputy Coordinator, Gilkeson House 202, 434-223-6220, svcarter@hsc.edu.

B. Mandatory Reporters. Any college employees who have authority to take action to redress HDSM, or who a student or employee could reasonably believe has this authority is a Mandatory Reporter who is obligated to report information they obtain regarding allegations of HDSM to the Title IX and 504 Coordinator, or one of the Deputy Coordinators. Mandatory Reporters include:

- The Title IX and 504 Coordinator and Deputy Coordinators;
- Residential Advisors;
- Members of the Faculty;
- Athletics Coaches;
- College Librarians;
- Employees in the Office of Student Affairs;
- Campus Police Officers;
- Employees in the Office of Academic Success;
- Employees in the Office of Human Resources;
- The Dean of Students;
- The Dean of the Faculty;
- The Vice President for Enrollment;
- The Vice President for Business Affairs and Finance;
- The Director of Athletics;
- The Vice President for College Advancement, and
- The President of the College.

1. Before a student or employee reveals information about an act of HDSM that they might wish to keep confidential, a Mandatory Reporter should try to explain that Mandatory Reporters are
obligated to report the following information, as soon as practicable, to the Title IX and 504 Coordinator or Deputy Coordinator:

- The name(s) of the accused, i.e., the Respondent(s);
- The name(s) of the accuser and the name of the Complainant if they are different people; and
- All known relevant facts regarding the alleged incident – including the date, time and location.

2. Employees Who Can Accept Completely Confidential Reports. Employees who have the right to protect the confidentiality of patients as part of their work, or who are providing pastoral care, as well as individuals who are supervised by these employees, are not required to report information about HDSM complaints to the Title IX and 504 Coordinator. These include the following professional employees:
   - Student Health Center Staff;
   - Counseling Center Staff;
   - Athletic Trainers; and
   - College Chaplains.

Reporting to the U.S. Department of Education or the Equal Employment Opportunity Commission

The District of Columbia office of the Office of Civil Rights serves as the regional field office for the Commonwealth of Virginia. The postal mail address is 400 Maryland Avenue, S.W., Washington, D.C. 20202, Telephone: (800)421-3481, Email: ocr@ed.gov. The postal mail address for the Richmond Office of the EEOC is 400 N. Eight Street, Suite 350, Richmond, VA, 23219. Telephone: 1-800-669-4000. Email: info@eeoc.gov.

Reporting Acts of Retaliation

The College prohibits retaliation against any person for filing, supporting, or providing information in connection with a complaint of HDSM. Violations of this prohibition will be handled through applicable College disciplinary procedures. Any individual who believes that they have been subjected to retaliation should report to the Title IX and 504 Coordinator, or Deputy Coordinator assigned to the complaint. Reports can be made in person, over the telephone, or in writing, in which case email is recommended, but not required.

Overview of Procedures Available

The determination of which procedures apply to an incident of alleged HDSM depends on the nature of the misconduct reported. However, there are some differences in the implementation of the procedures the College utilizes to enforce its HDSM Policy which depend on whether the Respondent is a student, staff member, or a faculty member. See Table 1 for clarification.

Table 1:

<table>
<thead>
<tr>
<th>Type of Misconduct</th>
<th>Applicable Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Misconduct (e.g. assault, stalking)</td>
<td>College Administrative Procedures and/or Criminal Justice System</td>
</tr>
<tr>
<td>Non-criminal Misconduct (e.g. verbal harassment)</td>
<td>College Administrative Procedures</td>
</tr>
</tbody>
</table>
Reporting a Criminal Complaint to Law Enforcement

Campus Police (434-223-6164) or other local law enforcement officers can explain the options available for pursuing a criminal investigation of harassment, including sexual misconduct.

Intake Process with the Assigned Coordinator

When a report of HDSM is received, the Title IX and 504 Coordinator will assign a Deputy Coordinator to directly oversee a prompt, fair, and impartial investigation and resolution of the complaint, or the Title IX and 504 Coordinator may elect to directly oversee the investigation and complaint resolution process. The Assigned Coordinator will also be responsible for ensuring the availability of both supportive measures and final remedies to the Parties to the complaint as appropriate. The Title IX and 504 Coordinator will supervise the Deputy Coordinators to ensure fairness and standard processes across different cases/complaints. No student may be required to waive their right to an investigation and adjudication of a formal complaint of HDSM as a condition of enrollment. No employee may be required to waive their right to an investigation and adjudication of a formal complaint of HDSM as a condition of employment.

As required by Virginia law (§ 23.1-806), in cases where an act of sexual violence has allegedly been committed against a student, the Title IX Coordinator must convene a Review Committee within 72 hours of receiving information about an alleged incident(s). The College extends this requirement to acts of bias based violence against students and employees, in any type of harassment or discrimination allegation. The Review Committee is required to evaluate the incident and determine if reporting the alleged incident(s) to the law enforcement agency with jurisdiction for investigation is necessary to protect the health or safety of the Complainant or other individuals. The Review Committee will include the Title IX and 504 Coordinator or a Deputy Title IX Coordinator, a representative from the Department of Campus Security and Police, and a representative from the Office of Student Affairs. If the Review Committee determines that preserving confidentiality poses a threat to the health and safety of the Complainant or other individuals, then the representative of the Department of Public Safety and Police must act or report the incident to the appropriate law enforcement agency. In complaints involving alleged felony sexual assault, either a representative of the Department of Public Safety and Police or another Review Committee member must consult with the appropriate Commonwealth Attorney who would be responsible for prosecuting the alleged act of Sexual Violence. The Complainant retains the right to participate, or not participate, in any subsequent investigation. More detailed information on the College’s obligations under Virginia law (Virginia Code § 23.1-806) appear in the HDSM Policy Appendix (B)

A. Conflict of Interest. The Title IX and 504 Coordinator, Deputy Coordinators, Investigators, and Decision-Makers are committed to ensuring that there are no conflicts of interest or bias for or against Complainants or Respondents generally or against an individual Complainant or Respondent. If either the Complainant or the Respondent believes that the Assigned Coordinator has a conflict of interest that impairs the Coordinator’s ability to oversee a fair and impartial investigation, and/or complaint resolution, they may ask the Title IX and 504 Coordinator in writing (in which case email is preferred, but not required) for an alternative assignment. Potential alternates include the Title IX and 504 Coordinator or another Deputy Coordinator. In order to assure a fair process, the College will carefully consider all such petitions, including the possibility of hiring third parties trained to complete HDSM investigations.

B. Default Assignments of Deputy Coordinators. The assignments are:

- Dean of Inclusive Excellence – if the Respondent is a Hampden-Sydney College student.
- Associate Dean of Faculty – if the Respondent is a faculty member.
- Director of Human Resources – if the Respondent is a staff member or third-party.

C. Advisors for the Complainant and the Respondent. Both the Complainant and the Respondent may be accompanied by an Advisor of their choice during meetings that are part of the complaint resolution process. The Advisor can be a friend, relative, mentor, attorney, or any support person of the
individual’s choosing. However, the Advisor’s role outside of the administrative hearing is limited to advising the person that they are accompanying. The Advisor is not an advocate for a party, nor do they serve in a representative capacity. In any pre-hearing meetings that are part of complaint resolution the Advisor may not speak on behalf of the advisee, and the Advisor may not ask questions of, or answer questions from, anyone other than the advisee. During an administrative hearing the Advisor is permitted to cross-examine the other party and witnesses. However the Advisor may not address the Hearing Panel, or make statements. If the Title IX and 504 Coordinator, the Assigned Deputy Coordinator, or the Chair of the Hearing Panel determines that an Advisor is not complying with these expectations or is being disruptive to the process, then the Advisor may be barred from meetings that are part of the complaint resolution process. The Advisor must maintain confidentiality regarding all communications exchanged as part of this resolution process. The College will not pay attorney’s fees in cases where the Complainant or the Respondent choose to have an attorney as their Advisor, nor will the College delay its investigative or resolution process due to the availability of a party’s counsel. If a Complainant and/or a Respondent will not have an Advisor present at the hearing, the College will provide a trained Advisor at no cost to conduct cross-examinations. Requests for an Advisor should be made to the Assigned Coordinator in writing at least 7 days before the hearing date, unless there are extenuating circumstances.

D. Timetable for Resolving Complaints. While there is no fixed time frame under which a HDSM investigation must be completed, Hampden-Sydney College will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs promptly and in a manner that is not deliberately indifferent to either the Complainant or Respondent. Unless there are extenuating circumstances, complaints will normally be resolved within 90 days of their receipt. Investigations interrupted by winter break or summer break may take longer if witnesses are unavailable. Other circumstances that may result in a reasonable extension of the 90 day time frame for complaint resolution include temporary absence of a party, Advisor, or witness; concurrent law enforcement investigative activity; the need for language assistance or disability accommodations; or appeals. Either the Complainant or the Respondent may request an extension of up to 7 days in any deadlines for interviews or hearings. Requests should be made in writing to the Assigned Coordinator. The request should include the basis for the request and the duration of the extension being sought.

E. Supportive Measures will be offered to both the Complainant and the Respondent prior to the completion of an investigation in order to ensure that there is equal access to the College’s educational programs and activities based on any category protected under this policy. Some specific examples of supportive measures follow.

(1) When a student is a Complainant or Respondent, supportive measures may include, as appropriate:
   - Options for avoiding contact with the other party; potentially including changes in housing assignments, changes in course sections, and a no contact order;
   - Options to delay examinations, papers, or other coursework, as well as options to take an incomplete in a class and make up academic work later;
   - Options to utilize academic support services – including tutoring;
   - Increased supervision of locations where the misconduct occurred, and
   - Options for a Campus Police escort while moving about campus.

(2) When an employee is a Complainant or Respondent, supportive measures may include, as appropriate:
   - Options to avoid contact with the other party, potentially including a change in office assignments, work assignments, and a no contact order;
   - Increased supervision of locations where the misconduct occurred; and
   - Options for a Campus Police escort while moving about campus.
If it becomes necessary for the protection of any member of the College community, the following actions may be taken by the College.

(1) When a student is the Respondent, the Dean of Students may:
• Suspend the Respondent from campus housing;
• Suspend the Respondent from classes;
• Restrict the social activities of the Respondent; or
• Bar the Respondent from campus.

(2) When a staff member is the Respondent, the Vice President for Business and Finance may:
• Reassign the Respondent to an alternative job or office;
• Place the Respondent on administrative leave pending the outcome of the complaint.

(3) When a faculty member is the Respondent, the Dean of Faculty may:
• Reassign the Respondent to an alternative office;
• Place the Respondent on administrative leave pending the outcome of the complaint.

F. Complainant’s Initial Meeting with the Assigned Coordinator. As soon as practicable after being assigned to oversee a complaint, the Coordinator assigned to the case will contact the Complainant to schedule an initial meeting. The Assigned Coordinator will notify the Complainant that they may bring an Advisor of choice to the meeting and that the Advisor can be a friend, relative, mentor, attorney, or any other person of their choosing. At this meeting the Coordinator will:
• Provide the individual with a copy of this Policy and a Written Notice of Rights (Appendix C of the Policy);
• Explain procedures for a formal resolution of the complaint or informal resolution (i.e., mediation by a trained College employee or a third party). Informal resolution will not be utilized, to resolve allegations that a non-student employee harassed or discriminated against a student;
• Explain the steps involved in a HDSM investigation and the major time frames for investigation and resolution;
• Discuss confidentiality standards and concerns;
• Ask the Complainant if they want to make a formal complaint, while also notifying them that if necessary to eliminate HDSM Assigned Coordinator has the discretion to be the source of the formal complaint, in which case the Complainant may determine the degree to which they want to participate in the complaint resolution process;
• Explain options for counseling, and advising regarding financial aid (e.g., if the complainant desires to drop classes, or to request a medical withdrawal from the College) and other support options that are available on- and off-campus;
• Discuss prohibitions on retaliation and how to report acts of retaliation to the Assigned Coordinator; and
• Discuss supportive measures that might be helpful or necessary to protect the Complainant during the investigation and resolution process. Also, explain that even if the individual does not want to make a complaint (formal or informal), supportive measures are available.

G. Respondent’s Initial Meeting with the Assigned Coordinator. Once the College receives a formal complaint of an incident of HDSM, whether filed by a person affected by HDSM or by the College (through the Assigned Coordinator), the Assigned Coordinator will schedule a meeting with the Respondent as soon as practicable after meeting with the Complainant. When scheduling the meeting, the Assigned Coordinator will provide the Respondent with a copy of the complaint in writing. The
information provided to the Respondent should conform to federal and state privacy laws, and any promises of confidentiality made to the Complainant. If possible, the information should include the name of the Complainant, as well as the date, location and nature of the alleged HDSM. The information provided should be sufficient to allow the Respondent to address the substance of the complaint. The Assigned Coordinator will, when scheduling the intake meeting, also inform the Respondent of their right to have an adviser present in all the meetings related to the complaint. The Assigned Coordinator will explain that the Advisor can be a friend, relative, mentor, an attorney, or any individual of their choosing. During the initial meeting with the Respondent, the Assigned Coordinator will, as appropriate:

- Review the information provided to the Respondent in the complaint when the intake meeting was scheduled and inform the Respondent that they may provide a written response to the allegations, turned in to the Assigned Coordinator within 7 days;
- Provide the Respondent with a copy of this Policy and a Written Notice of Rights (Appendix C of the Policy);
- Explain the College’s procedures for formal resolution and, where appropriate, informal resolution (mediation) of the complaint. Informal resolution will not be utilized, to resolve allegations that a non-student employee harassed or discriminated against a student;
- Explain the steps and major time frames in a HDSM investigation and resolution process and inform the Respondent that the College’s initial presumption will be that the Respondent is not responsible for the alleged conduct and that this presumption holds until a determination regarding responsibility is made at the conclusion of the complaint resolution process;
- Discuss confidentiality standards and concerns with the Respondent;
- Discuss prohibitions on retaliation and how to report acts of retaliation to the Assigned Coordinator;
- Inform the Respondent of any supportive measures being provided to the Complainant – but only if those measures directly affect the Respondent (e.g., changing their class schedule, room or office assignment, etc.);
- Explain options for counseling, advising by financial aid personnel, and other support services available to the Respondent on- and off-campus;
- Discuss possible supportive measures that can be provided to the Respondent during the investigation and resolution phases of the process. The College may implement supportive measures on behalf of the Respondent, whether a formal complaint has been filed, or whether an investigation is being conducted by either campus officials, or law enforcement; and

**Informal Resolution Prior to Adjudication**

Respondent Does Not Contest the Charges. At any time prior to the date of the hearing a Respondent may choose to acknowledge actions and take responsibility for any alleged acts of HDSM. If this occurs, the AssignedCoordinator will propose a resolution. The purpose of the resolution is to ensure that there is no recurrence of HDSM and to remedy the effects of the past HDSM. Sanctions may, or may not be necessary to achieve these outcomes. If the Complainant and the Respondent both agree to the resolution proposed by the Assigned Coordinator, then the complaint may be resolved without a hearing and without any further rights of appeal by either party. If either the Complainant or the Respondent objects to the proposed resolution, then the complaint will proceed with an investigation (if one has not yet started) and formal, or informal resolution.

Mediation Option. Any time after a complaint is made, and before a Hearing Panel convenes, the parties may elect to follow an informal complaint resolution process, subject to the constraint that mediation is not permissible when a complaint alleges HDSM by a faculty or staff member against a student. Mediation is described in greater depth in the Policy.
The Investigation

Appointment of Investigators. The Assigned Coordinator will select at least two Investigators from a pool of staff and tenured faculty professionally trained (with annual refresher training) to investigate complaints of HDSM. For complaints in which a faculty member is the Respondent, at least two members of the investigation team will be tenured faculty. Where appropriate internal Investigators may be accompanied by an external Investigator contracted by the College. Following their appointment, the Assigned Coordinator will share the Investigators’ names and contact information with the Complainant and the Respondent. Within 2 days of their appointment, the Investigators, the Complainant, and/or the Respondent may notify the Assigned Coordinator in writing of any perceived bias against Complainants or Respondents in general or in particular, and/or any conflicts of interest posed by the choice of Investigators. The Assigned Coordinator will carefully consider such statements and may assign different individuals as Investigators, in the event of any perceived bias against Complainants or Respondents in general, or in particular, and/or any conflicts of interest. The Assigned Coordinator will forward the complaint to the Investigators once their assignments are finalized.

Investigation Procedures and Report. Upon receipt of the complaint, the Investigators will promptly begin their investigation. The Assigned Coordinator will assure that neither the Complainant or the Respondent are unduly restricted in discussing the allegations as necessary for a thorough and impartial investigation, however, publicly sharing the allegations (e.g., on social media) may constitute an act of prohibited retaliation. The investigation will be thorough and impartial – and will include many steps, as listed in the HDSM Policy.

Post-Investigation Meetings with the Complainant and the Respondent

Once the investigative report has been submitted the Assigned Coordinator will meet separately with the Complainant and the Respondent. A written electronic or hard copy of the final investigative report will be provided to both the Complainant and Respondent and their Advisors. The Complainant and Respondent will each be given an additional 10 days to review and comment on the final investigative report, before proceeding to an administrative hearing.

Post-Investigation Determination by the Assigned Coordinator

The Assigned Coordinator may opt to dismiss the formal complaint, or a subset of the allegations after the investigation is completed if circumstances prevent the College from gathering sufficient evidence to reach a determination regarding the allegations of the formal complaint, or if the Respondent is no longer enrolled at or employed by the College. A sexual misconduct complaint found not to be germane under Title IX (e.g., alleged actions occurred on a study abroad trip) may still be pursued as a violation of the College’s Student Code of Conduct and/or this Policy’s prohibitions of HDSM. If a complaint is dismissed, the Assigned Coordinator will send simultaneous written notice of the dismissal and reasons for the dismissal to both the Respondent and Complainant.

If the investigative report indicates that the misconduct being charged is not severe and/or pervasive, the Assigned Coordinator will consult with the Complainant, the Respondent, and the Appropriate Vice-President. If the Respondent is a student, the Appropriate Vice-President is the Dean of Students. For a staff member or third-party Respondent, the Vice President for Business is the Appropriate Vice-President. The Dean of Faculty is the Appropriate Vice-President when a faculty member is the Respondent. Without making a finding on whether or not a preponderance of the evidence supports the complaint, the Assigned Title IX Coordinator’s consultations will seek to determine if there is a resolution that will achieve this Policy’s goals of eliminating HDSM, preventing reoccurrences, and remedying its effects. If such a resolution can be identified, the Assigned Coordinator will document the appropriate resolution of the complaint and will concurrently notify the parties of the determination, and the rationale behind it. If no resolution can be identified at this stage, the complaint will proceed to mediation (if appropriate) or to formal resolution.
When the investigative report indicates that the charged HDSM is severe and/or pervasive, the complaint will move to the next stage in the resolution process.

The Informal Resolution Process – Mediation Procedures

Informal resolution may be utilized if all the following conditions are met:

- The complaint does not involve a person under the age of 18;
- The complaint does not involve an allegation of HDSM by a non-student employee against a student;
- All parties agree in writing to participate in a specific form of informal resolution;
- The Assigned Coordinator determines that it is an appropriate mechanism for resolving the complaint.

Both parties have the right to end the informal resolution process at any time and proceed with the formal resolution process. Additional information about the notifications, mediation, contact, attendance and documentation in the information resolution, please see the complete policy.

The Formal Resolution Process: Student Respondent(s)

A Hearing Panel will be convened as soon as practicable, given the 10 day period for parties to review the final investigative report. The Hearing Panel will conduct a live hearing during which it will interview and question the Complainant, the Respondent, as well as any witnesses, or other third parties whose testimony the Hearing Panel deems relevant. The hearing will also provide an opportunity for both the Complainant and Respondent to present evidence and call witnesses, and for their Advisors to conduct a cross-examination of the other party and any witnesses present.

1. The Hearing Panel
   The Assigned Coordinator will appoint the Hearing Panel members. Investigators in a complaint will not serve on the Hearing Panel. One faculty member from the Grievance Committee will chair the Hearing Panel. The second panel member will be from a pool of staff trained to adjudicate HDSM complaints under this Policy. The Student Court Chair, or another member of the Student Court serves as the third member of the Panel. A faculty member will not serve on the Hearing Panel if a current or former academic advisee is a party in the complaint. Staff who have worked with or supervised a student who is a party in the complaint will not serve, nor will athletics coaches if a student-athlete is a party in the complaint.

2. Hearings that Include Third-Parties as Respondents
   The College may have limited authority to conduct hearings or carry out internal discipline against third-party Respondents (i.e., those who are not enrolled at or employed by the College). Regardless of the College’s ability to hold a hearing with a third-party Respondent present, the College will investigate complaints filed and implement appropriate remedies, possibly including referrals to outside institutions or law enforcement and/or other measures to remedy the effects of HDSM on the Complainant and the College community.

3. Notice of Composition of the Hearing Panel
   Promptly after appointing the members of the Hearing Panel, the Assigned Coordinator will provide simultaneous written notice to the Complainant and the Respondent, identifying the individuals who will serve on, and chair the Hearing Panel. If only a portion of the alleged misconduct justifies continuing to the hearing process, the Assigned Coordinator will also specify in the notice which alleged conduct or violations will be the subject of the hearing.

The Assigned Coordinator will simultaneously notify the parties in writing if there will be a consolidation of HDSM complaints. Complaints may be consolidated when allegations arise from the same facts or
circumstances and are made by one Complainant against multiple Respondents or by more than one Complainant against one or more Respondents.

4. Challenging the Membership of the Hearing Panel
Either the Complainant or the Respondent may challenge the participation of any, or all of the members of the Hearing Panel for having a conflict of interest, or for having a bias against Complainants or Respondents generally, or for having a bias against a specific Complainant or Respondent. Challenges can be made by submitting a petition, in writing, to the Assigned Coordinator. There is a 3 day time limit, following notification of the membership of the Hearing Panel for submitting a petition. The petition must state the specific reason(s) for the perceived conflict of interest or bias. The Assigned Coordinator will evaluate objections and determine whether to replace members of the Hearing Panel. Any changes in the membership of the Hearing Panel will be provided simultaneously in writing to the Complainant and the Respondent at least 3 days before the hearing is to take place. Once the membership of the Hearing Panel is finalized the Assigned Coordinator will provide the Panel with the following documents: the complaint, the Respondent’s written response to the complaint, the investigative report, and any written responses that the parties submit regarding the investigative report.

5. Hearing Policies and Procedures

A. Submission of Written Materials by the Complainant and the Respondent. The Assigned Coordinator will advise both the Complainant and the Respondent that they have 3 days following notification of the composition of the Hearing Panel to provide the Assigned Coordinator with a list of witnesses, if any, that either party wants to provide information at the hearing along with a brief description of each witness’s connection to and/or knowledge of the issues in dispute. Each party is responsible for providing the Assigned Coordinator with contact information for witnesses they intend to call during the hearing at this time. The College may not be able to compel witnesses to appear at a hearing, and the failure of a witness to appear shall not invalidate the complaint resolution process. If either party wishes to submit an expert analysis report at the hearing it should be submitted to the Assigned Coordinator at this time.

B. Notice of the Hearing Date. Within 7 days after all parties have been notified of the final composition of the Hearing Panel, the Assigned Coordinator will notify the Complainant, the Respondent, and any witnesses, or other third parties who will testify regarding the date, time, and location of the hearing. Both the Complainant and the Respondent will receive lists that include the names of all persons who will be interviewed during the Hearing.

C. Failure to Appear. Unless there are extenuating circumstances, if either the Complainant or the Respondent fails to appear before the Hearing Panel, the Hearing Panel will proceed to resolve the complaint based on evidence and testimony of those who are available to testify. The Assigned Coordinator will determine what constitutes extenuating circumstances.

D. Language and Disability Accommodations. Requests for language or disability-related accommodations must be submitted to the Assigned Coordinator no later than 3 days before the hearing. The Assigned Coordinator will attempt to accommodate such requests, to the extent that they don’t create an undue technological or financial burden to the College, or to either party in the complaint.

E. Live Hearing. The hearing will be live, but the default hearing procedure will be for the Hearing Panel, the Complainant and their Advisor, the Respondent and their Advisor, and any witnesses to participate virtually, with technology enabling the hearing participants to see and hear each other. The Assigned Coordinator will assure that an audio-visual recording of the hearing is created and make it available to the parties after the hearing for their inspection and review.
F. No Contact Prior to the Hearing. The Complainant and the Respondent should not contact each other or members of the Hearing Panel outside of the hearing. Supportive measures may be implemented by the Assigned Coordinator to reduce or eliminate contact between the parties in the complaint. For example, students’ housing assignments or course schedules may be altered. Student employees may have their office assignments or work schedules altered for the duration of the hearing. Employees may have their office assignments or work schedules altered for the duration of the hearing.

G. Evidentiary Matters. The Complainant and the Respondent will have equal opportunities to present evidence during the hearing. Formal rules of evidence will not be observed during the hearing. In complaints alleging sexual misconduct, questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless they are being introduced into the record for the purpose of proving that someone other than the Respondent committed the alleged conduct, or the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent. The College recognizes that the mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent. The College will attempt to conduct the hearing in a manner that does not inflict additional trauma on the Complainant, the Respondent, or witnesses.

H. Hearing Procedures. The hearing will be open to a limited number of individuals, including the members of Hearing Panel, the Assigned Coordinator, the Complainant, the Respondent, and their respective Advisors. Witnesses will only be present for their own interviews. Both the Complainant and the Respondent will be provided equal opportunities to make opening and closing statements, to present witnesses, including fact and expert witnesses, and to proffer inculpatory and exculpatory evidence. The Hearing Panel will have an opportunity to ask questions of the parties and the witnesses in order to develop evidence through testimony. The Chair of the Hearing Panel will resolve any questions concerning procedure or the admission of evidence or testimony (including the relevancy and reliability of the evidence and testimony). All witnesses are expected to provide truthful testimony. Students of Hampden-Sydney College are reminded of the Honor Code, which states: "The Hampden-Sydney student will not lie, cheat, or steal, nor tolerate those who do."

I. Cross Examination. In addition to questions posed by the Hearing Panel, each party’s Advisor will have an opportunity to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Both the Complainant and the Respondent will submit their preliminary lists of cross-examination questions in writing to the Assigned Coordinator 48 hours prior to the commencement of the hearing. Cross-examinations will be conducted by the Advisors and not the parties to the complaint. Cross-examinations will be direct, oral, and in real time. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Panel Chair will first determine whether the question is relevant and explain any decision to exclude a question deemed as not relevant. The Hearing Panel Chair will oversee cross-examination in order to proscribe aggressive or abusive questioning of any party or witness. If a party does not have an Advisor present at the live hearing the College will provide one without fee from a pool of faculty and staff trained to serve as Advisors. The Advisor will conduct cross-examinations on the party’s behalf. Requests for an Advisor should be made in writing to the Assigned Coordinator 7 days prior to the Hearing date, unless extenuating circumstances exist. If a party or witness is unwilling to be cross-examined in the live hearing the Hearing Panel will not rely on any statements that were made by that party or witness in reaching a determination of responsibility for the alleged misconduct. However, the Hearing Panel will not make inferences regarding responsibility based solely on a party’s or witness’s absence from the hearing or refusal to answer questions.
Hearing Outcome

A. The Decision of the Hearing Panel. Following the conclusion of the hearing, the members of the Hearing Panel will confer. A majority vote of the Hearing Panel will determine whether the evidence presented at the hearing, as well as the information provided in the investigative report, the parties’ written statements (if any), and witness testimony establishes that it is more likely than not (i.e., more than 50 percent likely) that the Respondent committed the alleged HDSM. This preponderance of the evidence standard is the only evidentiary standard that may be used to resolve a complaint of HDSM. The Hearing Panel will immediately report their findings and rationale behind the same, along with recommended sanctions, if applicable, to the Assigned Coordinator.

The Hearing Panel will make a written determination of its findings which will be provided simultaneously and in writing to the Complainant and Respondent. This document will include the following information:

1. Allegations of HDSM that constitute the complaint;
2. The procedural steps taken by the College from the receipt of the complaint through the determination (including notifications of the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held);
3. Findings of fact supporting the Hearing Panel’s determination;
4. Conclusions regarding this Policy’s application to the facts;
5. A rationale for the determination of responsibility made in each allegation;
6. Disciplinary sanctions to be imposed on the Respondent (if applicable);
7. A list of any remedies provided by the College to the Complainant that are designed to prevent HDSM from being a factor in the terms and conditions of an employee’s employment, as well as restore or preserve equal access to the College’s education programs or activities;
8. and the College’s appeals procedures and bases for appeals

The Hearing Panel Chair, or their designee, will draft the first 6 points of the written determination described above. The Assigned Coordinator will complete the written determination by adding points 7 and 8. If no appeal is filed, the written determination becomes a final determination on the date on which options to appeal expire. If an appeal is filed, the written determination becomes a final determination when the result of the appeal is issued.

B. Sanctions. The purpose of the College’s response to a finding of HDSM is to eliminate it, prevent recurrences, and remedy its effects. Given their role as the decision-makers in the complaint resolution process, if a majority of Hearing Panel members conclude that a preponderance of the evidence supports a finding of HDSM under this Policy, they may recommend sanctions. The Assigned Coordinator will consider these recommendations and then determine sanctions to be applied to the Respondent.

Sanctions may be one of multiple College responses to acts of HDSM. Others may include educational interventions, changes in campus security practices – including increased monitoring of the location(s) where HDSM occurred. Sanctions adopted following a finding of HDSM will depend upon the nature and gravity of the charges, any record of prior discipline for HDSM, or both. If there is no appeal, sanctions will take effect immediately. In the case of an appeal, sanctions will not be effective until the resolution of the appeal. An exception to this Policy will apply if the Dean of the Students concludes that in order to protect the welfare of the Complainant or the College community it is advisable for any sanctions on a student-Respondent to be effective immediately and to continue in effect until the appeal process is concluded.

Sanctions applied to student-Respondents may include: disciplinary probation, expulsion from campus housing, issuing a no-contact order to the Respondent, mandated counseling, educational sanctions (e.g., bias awareness training), suspension, or expulsion from the College. If the allegations in the
complaint include Sexual Violence and the sanction is suspension or expulsion, or if a Respondent withdraws from the College prior to a resolution of a complaint of Sexual Violence, then a notation will be made on the student’s academic transcript. The notation will state: “Suspension, College prior to a resolution of a complaint of Sexual Violence, then a notation will be made on the student’s academic transcript. The notation will state: “Suspended, Dismissed, or Withdrawn while under investigation for an offense involving Sexual Violence in violation of Hampden-Sydney College’s Code of Student Conduct.” If a student who has been suspended completes the suspension and returns to the College as a student in good standing, the notation will be removed from their academic transcript. Once sanctions have been determined, the Assigned Coordinator will simultaneously notify the Complainant and the Respondent of the outcome of the hearing and sanctions imposed in writing. The full Hearing Panel report will follow.

C. Accommodations and Corrective Action. Once the hearing has concluded, and if there has been a finding of HDSM the Assigned Coordinator will meet with the Complainant to determine what, if any accommodations should be made. The Assigned Coordinator will notify the Complainant in writing of the accommodations the College will provide. If any of these accommodations affect the Respondent, the Assigned Coordinator will notify the Respondent in writing. Any party may request, and the Assigned Coordinator may provide, additional accommodations or support services as warranted following the adjudication of a formal complaint.

D. Preventing Retaliation. Retaliation includes intimidation, threats, or coercion of individuals for the purpose of interfering with any rights or privileges under this Policy, or because an individual has made a report or complaint under this Policy or has participated, or refused to participate in any manner in a HDSM investigation or hearing.

Publicly releasing confidential documents (e.g., on social media) that are part of the complaint resolution process, including the complaint, the investigative report, the recording of the hearing, or Hearing Panel determination, may constitute retaliation under this Policy. In order to prevent retaliation the College will maintain confidentiality regarding the identities of any individual(s) who has made a report or filed a formal complaint of HDSM, any Complainant, any Respondent, and any witness, except as required by law, or to carry out the purposes of this Policy (e.g., conduct of an investigation, hearing, or appeal).

Charges against a student for code of conduct violations that do not involve HDSM, but arise from the same facts or circumstances as a report or complaint of HDSM that are made for the purpose of interfering with any rights an individual has under this Policy constitute retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for HDSM specified in this Policy. The Assigned Coordinator will take steps to prevent retaliation against persons who participated, or were asked to participate in the resolution of a complaint under this Policy by briefing them on how to report retaliation and their options for filing a complaint under this Policy if they do become a target of retaliation, following up with them to ensure that there have been no retaliatory actions, and providing appropriate education for the College community, as necessary to prevent or eliminate retaliation.

E. Outcome Letter. Within 7 days following the conclusion of the hearing, the Assigned Coordinator will issue an outcome letter simultaneously to each party in the complaint. If sanctions are imposed, the outcome letter will describe the disciplinary actions taken, the date disciplinary actions are imposed, and the duration of the sanction(s). If there has been a finding of Sexual Violence against a student Respondent and the sanctions include suspension or expulsion, or if the student withdraws from the College prior to the completion of the complaint resolution process, the outcome letter will notify the Respondent that one of the following statements outlined in the next section will appear on Respondent’s academic transcript.

F. Academic Transcript Notations.

- If sanctions include suspension of a student Respondent for offenses of Sexual Violence, the Registrar of the College will place a prominent notation on the student’s academic transcript
stating, “Suspended for an offense involving Sexual Misconduct in violation of Hampden-Sydney College’s Code of Student Conduct.”

- If sanctions include expulsion of a student Respondent for offenses of Sexual Violence, the Registrar of the College will place a prominent notation on the student’s academic transcript stating, “Expelled for an offense involving Sexual Misconduct in violation of Hampden-Sydney College’s Code of Student Conduct.”

- If a Student-Respondent in a complaint involving Sexual Violence withdraws from the College before the complaint resolution process concludes, the Registrar of the College will place a prominent notation on the student’s academic transcript stating, “Withdrawn prior to the conclusion of a complaint resolution procedure for an offense involving Sexual Misconduct in violation of Hampden-Sydney College’s Code of Student Conduct.”

- If a student Respondent is subsequently found not responsible for offense(s) that gave rise to the transcript notation, the statement will be expunged from the student’s academic transcript.

Notice of a student Respondent’s suspension will be expunged from the student’s academic transcript if the student:

- completes the term of the suspension and any conditions thereof, and

- has been found by the Title IX Coordinator to be in good standing upon any subsequent readmission to the College.

G. Confidentiality and Disclosure. All documents prepared in anticipation of the hearing, including: the complaint, the investigative report, notice of the hearing, pre-hearing submissions, documents, testimony, or other information introduced at the hearing, and the final outcome letter may not be further disclosed, except as authorized by law).

Appeals

The Complainant and/or the Respondent may appeal the decision of the Hearing Panel and/or the sanction imposed on the Respondent within 7 days from the date the outcome letter is received. Both the decision of the Hearing Panel and the sanction(s) imposed on the Respondent are open to appeal, and may be appealed simultaneously.

A. Appeals of the Hearing Panel’s Decision Regarding Responsibility. The only permissible grounds for an appeal are: (1) availability of new germane evidence that was not, despite the due diligence of the parties, available at the time of the hearing; (2) procedural irregularity during the resolution process that affected the outcome of the matter; and/or (3) the Assigned Coordinator, Investigator(s), or Hearing Panel members had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the complaint resolution process.

B. Appeals of the Sanctions. The Complainant may appeal on grounds that the sanctions are insufficient to achieve the Policy’s goals of eliminating acts of HDSM, preventing reoccurrence of such acts, and remedying the effects of HDSM, and the Respondent may appeal on the grounds that the sanctions are excessive.

C. The Appeals Procedure. The Assigned Coordinator will ensure that the decision makers for appeals do not have a conflict of interest, or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent. The respective appellate decision-maker will immediately determine if the appeal is viable (e.g., submitted within the applicable time limit and justified under one of the established bases for appeal) and simultaneously notify both parties in writing whether or not the appeal can go forward. Both parties will have 7 days from the decision-maker’s notification to submit a written statement to the decision maker in support of, or challenging the outcome of the hearing.
Appeals must be made in writing to the Dean of Students, who will notify the Assigned Coordinator that an appeal has been received. After reviewing the evidence from the hearing, including the recording of the hearing, the Dean of Students will determine if:

- the decision of the Hearing Panel should stand; or
- the decision of the Hearing Panel should be overturned; or
- additional evidence should be obtained before making an appellate decision. If the Dean of Students decides to overturn the decision of the Hearing Panel, or that additional evidence should be obtained, the Dean will consult with the Assigned Coordinator on the appropriate steps to take to come to a final resolution of the complaint. The Dean of Students will notify the Assigned Coordinator, the Complainant, and the Respondent simultaneously in writing of the decision and actions to be taken. There is no further appeal.

Documentation

The College will retain documentation (including but not limited to the written complaint, notifications, the investigative report, any written findings of fact, petitions for appeal, and any written communication between the parties) for at least 7 years.

D. PROGRAMS CONDUCTED IN 2019

- Mandatory Title IX Education for Freshmen, RAs, Student Court, and other student leaders
- Clothesline Project
- De-Escalation Workshops
- Various #thatsnotlove projects and events
- Tigers Against Violence/White Ribbon Campaign

E. SEX OFFENDER REGISTRY

The Adam Walsh Child Protection and Safety Act of 2006 requires states to register and track sex offenders. Higher education institutions are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state regarding registered sex offenders.

Information about registered sex offenders may be obtained in person from the Department of Public Safety and Police, located at 88 Atkinson Avenue, Hampden-Sydney, VA 23901; by calling (434) 223-6164, by contacting Virginia State Police at (804) 674-2000; or visiting the Sex Offender Registry website at: https://sex-offender.vsp.virginia.gov/sor/index.html.

XI. CRIME STATISTICS

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College publishes statistics on the following criminal offenses which occurred on Hampden-Sydney College’s Clery geography and were reported to campus security authorities, student affairs deans, or local police agencies during the period indicated:
## 2019 Crime Statistics

### Hate Crimes

<table>
<thead>
<tr>
<th>Location Key: OC= On Campus; NC= Non-Campus; PP= Public Property; RF= Residential Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Race</strong></td>
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**HAMPDEN-SYDNEY COLLEGE**

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XII. EMERGENCY TELEPHONE NUMBERS

- Emergency Assistance—police, fire, rescue 911
- Department of Public Safety and Police (434) 223-6164
- Farmville Police Communication (434) 392-3332
  (also used to contact Department of Public Safety and Police personnel in a non-emergency, or when no police officer is in the office)
- Prince Edward County Sheriff’s Office (434) 392-8101
- Dean Robert Sabbatini (434) 223-6127
- Associate Dean Richard Pantele (434) 223-6043
- Assistant Dean Shawn White (434) 223-6318

XIII. MISSING STUDENT NOTIFICATION

The Higher Education Opportunity Act of 2008 (HEOA) requires the College to establish a missing student notification policy and related procedure for all students living in on-campus housing. The policy is meant to inform residential students of the parties that the College should notify in the event that the residential student is missing. The procedure lays out how such notifications are to occur.

A. MISSING PERSON NOTIFICATION POLICY

At the start of the academic year all newly admitted residential students will be given an opportunity during the registration process and/or during their first mandatory residence hall meeting to fill out an Emergency Contact and Missing Student Notification Form. By filling out this form, the residential student has the option to designate an individual (the “Missing Person Contact”) to be contacted by the College no more than 24 hours after the time that the student is determined to be missing. The Missing Person Contact Information will remain valid for the duration of the residential student’s academic career at the College unless changed or revoked by the residential student. The Missing Person Contact Information will be held confidentially, and will not be released except to law enforcement agents in the course of a missing person investigation.

In addition to the Missing Person Contact and within 24 hours of the student having been determined missing, the College will also contact or attempt to contact the following parties:

1. Additional individual(s) listed as “Emergency Contacts” on the Resident Student’s Emergency Contact and Missing Student Notification Form maintained at the office of the Dean of Students.
2. The appropriate law enforcement agencies that have jurisdiction in the area that the student went missing, regardless of whether they have identified a contact person, or is above the age of 18, or is an emancipated minor; and

3. If the student is under the age of 18 (and not an emancipated minor), the Resident Student’s parent(s) or guardian(s) and any other designated contact person.

4. All notifications will be made in accordance with the Missing Person Notification Procedure set forth below.

B. MISSING PERSON NOTIFICATION PROCEDURE

Any individual on campus who has information that a Resident Student may be missing should notify the Hampden-Sydney College Department of Public Safety and Police immediately. Upon such notification, Campus Police will see to it that the following procedure is carried out in order to ensure all appropriate parties have been notified:

1. As soon as Campus Police is made aware of a possible missing Resident Student, Campus Police will notify the Office of the Dean of Students.

2. If immediate search efforts are unsuccessful in locating the Resident Student in a reasonable amount of time OR it is immediately apparent that the Resident Student is a missing person (e.g. witnessed abduction), OR it has been established that the Resident Student has been missing for more than 24 hours, the Resident Student will be deemed missing and the Campus Police will contact the appropriate county and state law enforcement agencies to report the Resident Student as a missing person. As needed, and with assistance from H-SC officials, the Campus Police will coordinate with these law enforcement agencies to initiate a missing persons investigation.

3. No later than 24 hours after Campus Police has determined the Resident Student to be missing, the Dean of Students or their designee will notify the appropriate parties as listed in the Missing Person Notification Policy section above. The Dean of Students or their designee shall also ensure these parties are informed of any updates on the status of the missing Resident Student.

4. If anyone has any reason to believe a residential student may be missing, they should contact Campus Police at (434) 223-6164. For any questions or concerns regarding this Missing Student Notification Policy and Procedure please contact the Office of the Dean of Students at (434) 223-6128.

XIV. EMERGENCY RESPONSE, NOTIFICATION AND TERMS

A. EMERGENCY RESPONSE

The College has developed a Critical Incident Management Plan that includes procedures to be followed in the event of a significant emergency. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of
responsibility.

The College conducts tests of its emergency notification system annually and as a part of Federal Law requirement, these procedures are published on an annual basis. These tests are designed to assess and evaluate the emergency plans and capabilities of the College. The tests are unannounced.

College police officers have received training in incident command and responding to critical incidents on campus. Upon the occurrence of a serious incident that causes an immediate threat to the campus, the first responders to the scene are usually the Department of Public Safety and Police personnel and members of the Hampden-Sydney Volunteer Fire Department. They typically respond, assess the situation, and work together to manage the incident. Other local, state, and federal agencies could also be involved in this response, depending on the nature of the incident.

The College’s Critical Incident Management Team will be notified and will meet if the circumstances require additional resources. The Critical Incident Management Team is comprised of key College administrators who are responsible for preparing for and responding to campus emergencies. The CIMT is managed by the Emergency Management Coordinator. In addition, other members of the Core Critical Incident Management Team include, but not limited to, the Dean of Students, the Director of Human Resources, the Director of Physical Plant, the Director of Public Safety and Chief of Police, the Director of the Computer Center, and the Dean of Faculty.

B. EMERGENCY NOTIFICATION

In the event of a campus-wide emergency, the College has a robust emergency notification system in place, known as “Emergency Notification System.” The system is used to send text messages and email and to place information on the College’s electronic bulletin boards and home webpage. This system will only be used for emergency communications.

College police, when made aware of an emergency or dangerous situation will, through response and investigation, will determine if the incident presents a significant emergency or dangerous situation and involves an immediate threat to the health or safety of members of the campus community. If the situation appears to be a significant emergency, the officer will notify the Director of Public Safety and Chief of Police who may then notify the Emergency Management Coordinator. The Chief or Coordinator will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The Director of Public Safety and Chief of Police or the Emergency Management Coordinator will oversee the content and delivery of an emergency message via the Emergency Notification System without delay, using some or all of the systems described below to communicate the threat to the community or to an appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Chief or Coordinator will issue the notification unless, in the judgment of the first responders, sending of the notification will
compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. Emergency Notification is delivered via a system developed by e2Campus (Omnilert).

In the event of an emergency, Emergency Notification System will send critical news and instructions as follows:

- To faculty, staff, and students via text messaging
- To faculty, staff, and students via electronic bulletin boards throughout campus
- To faculty, staff, and students via their Hampden-Sydney College email address
- To faculty, staff, and students via H-SC cable channel 39
- To entire community via the Hampden-Sydney College home webpage, www.hsc.edu
- To the entire community via posters attached in strategic and public locations across campus, to include the doors at Settle Hall, Kirby Field House, Atkinson Hall and Bortz Library
- Face to Face Communication in the event of a system failure

<table>
<thead>
<tr>
<th>Notification</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority for approving &amp; sending messages</th>
<th>Primary Message Sender</th>
<th>Backup Message Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text Messaging</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Email Messaging</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Electronic Bulletin Boards</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>SECONDARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable Channel 39</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Face to Face Communication</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
<td>Dean of Students</td>
<td>Director of Public Safety and Chief of Police</td>
<td>Emergency Management Coordinator</td>
</tr>
</tbody>
</table>
Follow up messages will be provided to the community using some or all of the methods described above.

Members of the larger community may sign up for the “Emergency Notification System” notification.

C. EMERGENCY TERMS

Shelter in place

Choose an interior room, preferably one with as few doors and windows as possible. Remain there until the danger has passed.

*Examples: Tornado or other severe weather, nuclear alert, hazardous materials spill.*

Seek- Secure- Shelter

Get into a lockable space, such as an office or classroom, and remain there. Lock and barricade doors, turn off lights, and switch cell phones to silent or vibrate mode. Hide under a desk, table, or in a closet. Wait for further instructions from law enforcement. If the threat is in your building and you can safely flee, then do so.

*Examples: Active shooter or person immediately threatening the campus.*

Evacuate

Immediately leave the building that you are in, exiting through the nearest and safest exit. If the fire alarm has not been activated, then do so.

*Examples: Fire, smoke*

Avoid Area, Warn Others

In these types of incidents, the emergency is localized on campus. College officials do not want anyone near the area and want you to alert others of the emergency.
Annual Fire Safety Report 2019

Fire Statistics: A description of each campus student housing facility fire safety system

Off Campus Houses:

*Note: All of the houses listed below are protected with 110 volt interconnected smoke detectors with 9 volt battery backup.

*All facilities are equipped with at least two fire extinguishers.

Burrell

Music

Sagebrook A

Sagebrook B

Sagebrook C

Sagebrook D

Jones

Terry

Jacks Cottage

Jeffers

Melvin

Dishman

Hamlett

Reed

Farmer

On Campus Student Housing:

Alpha B – Pyrotronic CP-30 monitored fire alarm system

Alpha C – EST Quickstart 1 monitored fire alarm system
Alpha D - EST Quickstart 1 monitored fire alarm system
Alpha E – EST IO 64 monitored fire alarm system
Alpha F – Edward IO 500 monitored fire alarm system
Hampden Units 1&2 - Silent Knight 5207 monitored fire alarm system
Hampden Units 3&4 - Silent Knight 5208 monitored fire alarm system
Carpenter X – Simplex 4002 monitored fire alarm system
Carpenter Y –Fire Shield monitored fire alarm system
Carpenter Z – Simplex 4020 monitored fire alarm system
Cushing – fire sprinkler system –Notifier 400 monitored fire alarm system
Whitehouse – Edwards IO 500 monitored fire alarm system
Venable – fire sprinkler system - Pyrotronic CP-35 monitored fire alarm system, smoke detectors in bedrooms are 110 volt stand alone
Blake B - Silent Knight 5207 monitored fire alarm system
Blake C - Silent Knight 5207 monitored fire alarm system
Blake D - Silent Knight 5207 monitored fire alarm system
Blake E - Silent Knight 5207 monitored fire alarm system
Elliott - Silent Knight 5207 monitored fire alarm system
AXE - EST-2 monitored fire alarm
Beta – fire sprinkler system – EST-2 monitored fire alarm system
Chi Phi – fire sprinkler system – Pyrotronic CP-35 monitored fire alarm
Kappa Alpha – fire sprinkler system – Silent Knight 5207 monitored fire alarm system
Kappa Sigma – fire sprinkler system – EST IO 500 monitored fire alarm system
Lamba Chi – fire sprinkler system – Silent Knight 5207 monitored fire alarm system
Phi Kappa Alpha – fire sprinkler system – Silent Knight monitored fire alarm system
Phi Gamma Delta – fire sprinkler system – EST IO 64 monitored fire alarm system

SAE – fire sprinkler system – EST-2 monitored fire alarm system

Sigma Chi – fire sprinkler system – EST IO 500 monitored fire alarm system

Sigma Nu – fire sprinkler system – EST IO 500 monitored fire alarm system

Theta Chi – fire sprinkler system – EST-2 monitored fire alarm system

• All facilities are equipped with multiple fire extinguishers

Regular Supervised Fire Drills:

January 16, 2019 beginning at 19:30 – un-announced fire drill

March 28, 2019 beginning at 20:00 – un-announced fire drill

August 28, 2019 beginning at 19:15 – announced fire drill

October 23, 2019 beginning at 18:30 - un-announced fire drill

Policies and rules on portable electrical appliances, smoking and open flames in student housing facilities:

Appliances (taken from The Key, student handbook) You are not allowed to possess unauthorized cooking equipment, to include any kind of oven or toaster oven, hot plate or cooking unit, electric grill (George Foreman), skillet, fryer, or cooker, hot dog cookers, hamburger cookers, toasters, induction cook tops, or air fryers. Sanctions include confiscation of equipment.

Smoking (taken from The Key, student handbook) Smoking is not permitted in any Residence Hall, Fraternity House, or College-Owned apartment or cottage, or Settle Hall, including the Tiger Inn.

Open Flames (taken from The Key, student handbook)

1. Incense is prohibited in any student living areas.

2. Candles are prohibited in any student living areas.

3. Open flames from any source are not permitted inside student living areas.

Procedures for student housing evacuation in case of a fire:

Fire Safety and Fire Drills: The College places a high priority on residence hall, apartment, cottage, and fraternity house safety. Twice each semester fire drills are held
and everyone is expected to cooperate with the RAs and house managers who act as fire marshals. As described above, serious penalties are assessed against those violating fire and safety regulations or who in any way create a danger for others. Violations include failure to leave a building when an alarm is sounded (smoke detector going off, or notice from a RA, or other responsible official), and / or failure to cooperate with officials during a fire or fire drill. Resident advisors are to establish a meeting place for their residents at least fifty feet from the building and determine who is not present, if it is suspected that a student may be inside the building this information shall be immediately shared with fire and rescue personnel. In addition to the fire drills a minimum of one safety inspection will be made in student living areas each semester. These inspections will be performed by College staff and penalties may be assessed by the Fire Safety Department, Chairman of the Student Court and the Dean of Students if violations are discovered.

Personal Fire Safety As a resident of a residence hall, cottage, or fraternity house at Hampden-Sydney College, you have a responsibility to acquaint yourself with the following fire and fire drill procedures. Become familiar with all routes of escape available to you from your room. Most buildings are equipped with an evacuation plan. Become familiar with it. Should a fire occur, it will be too late to search for an exit. If you detect a fire in your residence hall, evacuate the building immediately and report it to the police and your RA immediately. The police dispatcher can be contacted by dialing 911 on any college phone. Never enter or re-enter a building with an active fire alarm. If you hear the sounding of an alarm you should:

• Feel the door with the back of your hand. If your door is very hot, DO NOT OPEN THE DOOR. In this event, open your window and sit on the sill. Wait for help. If the door is cool to touch, open it and leave the building. Close the door behind you.

• Use primary fire exits (stairs and main doors) whenever possible.

• If your primary means of exit is blocked, use the secondary exit. Your RA will inform you of the primary and secondary exit routes for your part of the residence hall; you can also consult the evacuation plan mounted in your hall. Close your door when evacuating the building. This procedure can prevent the needless spread of fire within the building.

• Do not panic. Leave the building as quickly as possible, but without bolting or becoming a part of the problem.

• Do not linger. Never remain inside a building after a fire alarm has sounded. Treat all drills as fires. You will not likely be able to distinguish a drill from the real thing until it is too late! Again, get at least fifty feet from the building at the location designated by your RA and cooperate with firefighters and check in with your RA (when possible).

• Do not return to the building until told to do so by a fire official or someone in charge.
Always report to your RA or house manager all dangerous and suspicious behavior that might contribute to a fire problem in your residence hall.

Policies on fire safety education and training programs offered to students, faculty and staff:

Resident Advisors and Fraternity Presidents undergo two 1.5 hour fire education sessions prior to the arrival of the students each fall. This includes fire science, policies rules and regulations, live fire training with a fire extinguisher, navigating a smoke filled space and a session with the Virginia State Fire Marshal.

Faculty and Staff fire drills are held every year which includes fire safety training and live fire training with a fire extinguisher is offered to all.

Periodically fire safety articles are published in The Tiger student newspaper.

Fire safety informational emails are sent on a periodic basis to students, faculty and staff.

Fire safety training and fire extinguisher training is offered to all college departments and student groups and/or organizations on a demand basis.

Fire safety webpage is maintained from Hampden-Sydney College homepage.

List of the titles of each person to which students and employees should report that a fire has occurred:

Director of Public Safety and Chief of Police, Mark Fowler
Deputy Chief of Police, Jeff Gee
Director of Physical Plant, John Prengaman
Fire Safety Technician, John Shelton
Assistant Fire Safety Technician, Thomas Card

Plans for future improvements in Fire Safety:

Improve building identification

Improve and look for new ways to communicate fire safety information.

Add programs that will attract students and teach them about fire safety such as a mock student room burn and use of a smoke generator to create an exercise to let the students navigate through a smoke filled space.
Use creative incentives to attract students to fire safety information, programs and websites.

Continually update our own fire safety webpage.

When funds permit improve fire protection systems, i.e. install fire sprinkler systems in dormitories.

Fire Log:

Date fire was reported Nature of the fire Date and time of the fire General location of the fire

2/21/2019 Students tipped a candle over while horse playing igniting items on a coffee table and parts of the carpet. The RA extinguished the fire with a fire extinguisher which activated the fire alarm system. No college property was damaged during
Fire Statistics: A description of each campus student housing facility fire safety system

Off Campus Houses:

*Note: All of the houses listed below are protected with 110 volt interconnected smoke detectors with 9 volt battery backup.

*All facilities are equipped with at least two fire extinguishers.

Burrell
Music
Sagebrook A
Sagebrook B
Sagebrook C
Sagebrook D
Jones
Terry
Jacks Cottage
Jeffers
Melvin
Dishman
Hamlett
Reed
Farmer
Dorms:

Alpha B – Pyrotronic CP-30 monitored fire alarm system
Alpha C – EST Quickstart 1 monitored fire alarm system
Alpha D – EST Quickstart 1 monitored fire alarm system
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Alpha F – Edward IO 500 monitored fire alarm system
Hampden Units 1&2 - Silent Knight 5207 monitored fire alarm system
Hampden Units 3&4 - Silent Knight 5208 monitored fire alarm system
Carpenter X – Simplex 4002 monitored fire alarm system
Carpenter Y – Fire Shield monitored fire alarm system
Carpenter Z – Simplex 4020 monitored fire alarm system
Cushing – fire sprinkler system – Notifier 400 monitored fire alarm system
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Blake D - Silent Knight 5207 monitored fire alarm system
Blake E - Silent Knight 5207 monitored fire alarm system
Elliott - Silent Knight 5207 monitored fire alarm system

- All facilities are equipped with multiple fire extinguishers.

Fraternities:

AXE - EST-2 monitored fire alarm
Beta – fire sprinkler system – EST-2 monitored fire alarm system
Chi Phi – fire sprinkler system – Pyrotronic CP-35 monitored fire alarm
Kappa Alpha – fire sprinkler system – Silent Knight 5207 monitored fire alarm system
Kappa Sigma – fire sprinkler system – EST IO 500 monitored fire alarm system
Lamba Chi – fire sprinkler system – Silent Knight 5207 monitored fire alarm system
Phi Kappa Alpha – fire sprinkler system – Silent Knight monitored fire alarm system
Phi Gamma Delta – fire sprinkler system – EST-2 monitored fire alarm system
SAE – fire sprinkler system – EST-2 monitored fire alarm system
Sigma Chi – fire sprinkler system – EST-2 monitored fire alarm system
Sigma Nu – fire sprinkler system – Edwards IO 500 monitored fire alarm system
Theta Chi – fire sprinkler system – EST-2 monitored fire alarm system

- All facilities are equipped with multiple fire extinguishers

**Regular Supervised Fire Drills:**

January 24, 2018 beginning at 19:15 – un-announced fire drill
March 28, 2018 beginning at 20:00 – un-announced fire drill
August 12, 2018 beginning at 19:00 – announced fire drill
November 29, 2018 beginning at 13:30 - un-announced fire drill

**Policies and rules on portable electrical appliances, smoking and open flames in student housing facilities:**

**Appliances** (taken from *The Key*, student handbook) You are not allowed to possess unauthorized cooking equipment, to include any kind of oven or toaster oven, hot plate or cooking unit, electric grill (George Foreman), skillet, fryer, or cooker, hot dog cookers, hamburger cookers or toasters. Sanctions include confiscation of equipment.

**Smoking** (taken from *The Key*, student handbook) Smoking is not permitted in any Residence Hall, Fraternity House, or College-Owned apartment or cottage, or Settle Hall, including the Tiger Inn.
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1. Incense is prohibited in any student living areas.
2. Candles are prohibited in any student living areas.
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Procedures for student housing evacuation in case of a fire:

**Fire Safety and Fire Drills**
The College places a high priority on residence hall, apartment, cottage, and fraternity house safety. Twice each semester fire drills are held and everyone is expected to cooperate with the RAs and house managers who act as fire marshals. As described above, serious penalties are assessed against those violating fire and safety regulations or who in any way create a danger for others. Violations include failure to leave a building when an alarm is sounded (smoke detector going off, or notice from a RA, or other responsible official), and / or failure to cooperate with officials during a fire or fire drill. **Resident advisors are to establish a meeting place for their residents at least fifty feet from the building and determine who is not present, if it is suspected that a student may be inside the building this information shall be immediately shared with fire and rescue personnel.** In addition to the fire drills a minimum of one safety inspection will be made in student living areas each semester. These inspections will be performed by College staff and penalties may be assessed by the Fire Safety Department, Chairman of the Student Court and the Dean of Students if violations are discovered.

**Personal Fire Safety**
As a resident of a residence hall, cottage, or fraternity house at Hampden-Sydney College, you have a responsibility to acquaint yourself with the following fire and fire drill procedures. Become familiar with all routes of escape available to you from your room. Most buildings are equipped with an evacuation plan. Become familiar with it. Should a fire occur, it will be too late to search for an exit. If you detect a fire in your residence hall, evacuate the building immediately and report it to the police and your RA immediately. The police dispatcher can be contacted by dialing 911 on any college phone. Never enter or re-enter a building with an active fire alarm.

If you hear the sounding of an alarm you should:

- Feel the door with the back of your hand. If your door is very hot, DO NOT OPEN THE DOOR. In this event, open your window and sit on the sill. Wait for help. If the door is cool to touch, open it and leave the building. Close the door behind you.
- Use primary fire exits (stairs and main doors) whenever possible.
- If your primary means of exit is blocked, use the secondary exit. Your RA will inform you of the primary and secondary exit routes for your part of the residence hall; you can also consult the evacuation plan mounted in your hall.
- Close your door when evacuating the building. This procedure can prevent the needless spread of fire within the building.
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- Do not linger. Never remain inside a building after a fire alarm has sounded. Treat all drills as fires. You will not likely be able to distinguish a drill from the real thing until it is too late! Again, get at least fifty feet from the building at the location designated by your RA and cooperate with firefighters and check in with your RA (when possible).
- Do not return to the building until told to do so by a fire official or someone in charge.
- Always report to your RA or house manager all dangerous and suspicious behavior that might contribute to a fire problem in your residence hall.

**Policies on fire safety education and training programs offered to students, faculty and staff:**

Resident Advisors and Fraternity Presidents undergo two 1.5 hour fire education sessions prior to the arrival of the students each fall. This includes fire science, policies rules and regulations, live fire training with a fire extinguisher, navigating a smoke filled space and a session with the Virginia State Fire Marshal.

Faculty and Staff fire drills are held every year which includes fire safety training and live fire training with a fire extinguisher is offered to all.

Periodically fire safety articles are published in *The Tiger* student newspaper.

Fire safety informational emails are sent on a periodic basis to students, faculty and staff.

Fire safety training and fire extinguisher training is offered to all college departments and student groups and/or organizations on a demand basis.

Fire safety webpage is maintained from Hampden-Sydney College homepage.

**List of the titles of each person to which students and employees should report that a fire has occurred:**

Director of Public Safety and Chief of Police, Mark Fowler

Deputy Chief of Police, Jeff Gee

John Prengaman, Director of Physical Plant

Fire Safety Supervisor, Chuck Ironmonger

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Plans for future improvements in Fire Safety:

Improve building identification

Improve and look for new ways to communicate fire safety information.

Add programs that will attract students and teach them about fire safety such as a mock student room burn and use of a smoke generator to create an exercise to let the students navigate through a smoke filled space.

Use creative incentives to attract students to fire safety information, programs and websites.

Continually update our own fire safety webpage.

When funds permit improve fire protection systems, i.e. install fire sprinkler systems in dormitories.

Fire Log:

<table>
<thead>
<tr>
<th>Date fire was reported</th>
<th>Nature of the fire</th>
<th>Date and time of the fire</th>
<th>General location of the fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/26/18</td>
<td>A student was burning cardboard boxes in the fireplace and it got out of control. This activated the smoke detector on the first floor foyer and activated the automatic fire alarm system. The fire was extinguished with a fire extinguisher. No property damage or injuries occurred.</td>
<td>3/26/18 at 22:18</td>
<td>Beta fraternity house 1st floor chapter room</td>
</tr>
<tr>
<td>11/17/18</td>
<td>Students burned a couch cushion and synthetic Christmas tree in the fireplace activating the smoke detector on the 1st floor hall. The fire alarm system activated. No property damage or injuries occurred.</td>
<td>11/17/18 at 01:18</td>
<td>Kappa Sigma fraternity house 1st floor hall</td>
</tr>
</tbody>
</table>
Annual Fire Safety Report 2017

Fire Statistics: A description of each campus student housing facility fire safety system

Off Campus Houses:

*Note: All of the houses listed below are protected with 110 volt interconnected smoke detectors with 9 volt battery backup.

*All facilities are equipped with at least two fire extinguishers.

Burrell
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Sagebrook A
Sagebrook B
Sagebrook C
Sagebrook D
Jones
Terry
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Jeffers
Melvin
Dishman
Hamlette
Reed
Farmer
Dorms:
Alpha B – Pyrotronic CP-30 monitored fire alarm system
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Cushing – fire sprinkler system – Notifier 400 monitored fire alarm system
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Elliott - Silent Knight 5207 monitored fire alarm system
All facilities are equipped with multiple fire extinguishers.

Fraternities:
AXE - EST-2 monitored fire alarm
Beta – fire sprinkler system – EST-2 monitored fire alarm system
Chi Phi – fire sprinkler system – Pyrotronic CP-35 monitored fire alarm
Kappa Alpha – fire sprinkler system – Silent Knight 5207 monitored fire alarm system
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Phi Kappa Alpha – fire sprinkler system – Silent Knight monitored fire alarm system
Phi Gamma Delta – fire sprinkler system – EST-2 monitored fire alarm system
SAE – fire sprinkler system – EST-2 monitored fire alarm system
Sigma Chi – fire sprinkler system – EST-2 monitored fire alarm system
Sigma Nu – fire sprinkler system – Edwards IO 500 monitored fire alarm system
Theta Chi – fire sprinkler system – EST-2 monitored fire alarm system

All facilities are equipped with multiple fire extinguishers

**Regular Supervised Fire Drills:**

January 25, 2017 beginning at 19:00 – un-announced fire drill
March 30, 2017 beginning at 15:00 – un-announced fire drill
August 23, 2017 beginning at 19:00 – announced fire drill
October 25, 2017 beginning at 18:00 - un-announced fire drill

**Policies and rules on portable electrical appliances, smoking and open flames in student housing facilities:**

**Appliances (taken from *The Key*, student handbook)**
You are not allowed to possess unauthorized cooking equipment, to include any kind of oven or toaster oven, hot plate or cooking unit, electric grill (George Foreman), skillet, fryer, or cooker, hot dog cookers, hamburger cookers or toasters. Sanctions include confiscation of equipment.

**Smoking (taken from *The Key*, student handbook)** Smoking is not permitted in any Residence Hall, Fraternity House, or College-Owned apartment or cottage, or Settle Hall, including the Tiger Inn.
Open Flames (taken from *The Key*, student handbook)

Incense is prohibited in any student living areas.

Candles are prohibited in any student living areas.

Open flames from any source are not permitted inside student living areas.

**Procedures for student housing evacuation in case of a fire:**

**Fire Safety and Fire Drills**

The College places a high priority on residence hall, apartment, cottage, and fraternity house safety. Twice each semester fire drills are held and everyone is expected to cooperate with the RAs and house managers who act as fire marshals. As described above, serious penalties are assessed against those violating fire and safety regulations or who in any way create a danger for others. Violations include failure to leave a building when an alarm is sounded (smoke detector going off, or notice from a RA, or other responsible official), and / or failure to cooperate with officials during a fire or fire drill. **Resident advisors are to establish a meeting place for their residents at least fifty feet from the building and determine who is not present, if it is suspected that a student may be inside the building this information shall be immediately shared with fire and rescue personnel.** In addition to the fire drills a minimum of one safety inspection will be made in student living areas each semester. These inspections will be performed by College staff and penalties may be assessed by the Fire Safety Department, Chairman of the Student Court and the Dean of Students if violations are discovered.

**Personal Fire Safety**

As a resident of a residence hall, cottage, or fraternity house at Hampden-Sydney College, you have a responsibility to acquaint yourself with the following fire and fire drill procedures. Become familiar with all routes of escape available to you from your room. Most buildings are equipped with an evacuation plan. Become familiar with it. Should a fire occur, it will be too late to search for an exit. If you detect a fire in your residence hall, evacuate the building immediately and report it to the police and your RA immediately. The police dispatcher can be contacted by dialing 911 on any college phone. Never enter or re-enter a building with an active fire alarm.

If you hear the sounding of an alarm you should:

Feel the door with the back of your hand. If your door is very hot, **DO NOT OPEN THE DOOR.** In this event, open your window and sit on the sill. Wait for help. If the door is cool to touch, open it and leave the building. Close the door behind you.

Use primary fire exits (stairs and main doors) whenever possible.

If your primary means of exit is blocked, use the secondary exit. Your RA will inform you of the primary and secondary exit routes for your part of the residence hall; you can also consult the evacuation plan mounted in your hall.

Close your door when evacuating the building. This procedure can prevent the needless spread
of fire within the building.

Do not panic. Leave the building as quickly as possible, but without bolting or becoming a part of the problem.

Do not linger. Never remain inside a building after a fire alarm has sounded. Treat all drills as fires. You will not likely be able to distinguish a drill from the real thing until it is too late! Again, get at least fifty feet from the building at the location designated by your RA and cooperate with firefighters and check in with your RA (when possible).

Do not return to the building until told to do so by a fire official or someone in charge.

Always report to your RA or house manager all dangerous and suspicious behavior that might contribute to a fire problem in your residence hall.

Policies on fire safety education and training programs offered to students, faculty and staff:

Resident Advisors and Fraternity Presidents undergo two 1.5 hour fire education sessions prior to the arrival of the students each fall. This includes fire science, policies rules and regulations, live fire training with a fire extinguisher, navigating a smoke filled space and a session with the Virginia State Fire Marshal.

Faculty and Staff fire drills are held every other year and include fire safety training and live fire training with a fire extinguisher is offered to all.

Periodically fire safety articles are published in The Tiger student newspaper.

Fire safety informational emails are sent on a periodic basis to students, faculty and staff.

Fire safety training and fire extinguisher training is offered to all college departments and student groups and/or organizations on a demand basis.

Fire safety webpage is maintained from Hampden-Sydney College homepage.

List of the titles of each person to which students and employees should report that a fire has occurred:

Director of Public Safety and Chief of Police, Mark Fowler
Deputy Chief of Police, Jeff Gee
John Prengaman, Director of Physical Plant
Fire Safety Supervisor, Chuck Ironmonger
Fire Safety Technician, John Shelton

Plans for future improvements in Fire Safety:

Improve building identification
Improve and look for new ways to communicate fire safety information.

Add programs that will attract students and teach them about fire safety such as a mock student room burn and use of a smoke generator to create an exercise to let the students navigate through a smoke filled space.

Use creative incentives to attract students to fire safety information, programs and websites.

Continually update our own fire safety webpage.

When funds permit improve fire protection systems, i.e. install fire sprinkler systems in dormitories.

**Fire Log:**

No reported fires in student living areas or housing in 2017.