

J. Sargeant Reynolds Community College

## 2009 Annual Security Report and Clery Statistics

J. Sargeant Reynolds Department of Police & Security Services

October 1, 2010



## **J. Sargeant Reynolds Community College Annual Campus Security Report**

J. Sargeant Reynolds Department of Police & Security Services has been designated as the department responsible for compiling and publishing the college's annual security report. This document is intended to serve as the annual security report, as required by the U.S. Department of Education and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of this report is to provide information about security on campus to include: campus and community crime statistics, safety information, policy information, safety tips, resource phone numbers and a brief overview of the many services the college provides.

Information for this report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Police & Security Services and the Office of Student Affairs. Statistics are also compiled from law enforcement agencies with property adjacent to the college; Henrico County Division of Police, Richmond City Police Department and Goochland County Sheriff's Office. J. Sargeant Reynolds Community College is committed to providing the college community and visitors with the safest and most secure environment possible; however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work and study on campus.

### **Campus Overview**

J. Sargeant Reynolds Community College is the third largest community college in Virginia. We are committed to providing and maintaining a positive learning and working environment for all members of the college community.

The college has three campuses in the Richmond Metropolitan area. The Downtown Campus is located at 700 E. Jackson Street, in the City of Richmond. The Parham Road Campus is located at 1651 East Parham Road, in the County of Henrico, and the Western Campus is located at 1851 Dickerson Road in the County of Goochland. While the college's emergency communications center is located at Parham Road Campus, the Department of Police and Security Services has offices located at each campus. Their locations are:

1. Room 122 in the Lobby of the Downtown Campus
2. Burnette Hall, Suite 100 on the Parham Road Campus
3. Lobby of Building C-20 on the Western Campus

## **J. Sargeant Reynolds Department of Police & Security Services**

The Department of Police & Security Services is a full-service state law enforcement agency under the direction of a police chief, whose administrative responsibilities include overseeing the health, safety and overall security of the college. The chief reports directly to the Vice President of Finance and Administration. The department is comprised of four (4) divisions; Administration, Patrol Operations, Communications, and Safety. All departmental personnel meet the required training standards as required by the Virginia Department of Criminal Justice Services.

The college employs sworn police officers, as well as security personnel who provide safety, security and enforcement services to the campuses during all hours of operation. The officers communicate with each other and to local police and emergency service agencies by two-way and land-based radios, as well as cellular communications. The officers conduct foot and vehicular patrols of the campus grounds, academic buildings and administrative buildings.

Our sworn police personnel are certified through the Department of Criminal Justice Services and have full arrest powers as employees of the Commonwealth of Virginia. Security officers receive mandated training through the Department of Criminal Justice Services as Campus Security Officers and have the authority to detain and assist the sworn officers, as necessary.

The Department of Police and Security Services is responsible for enforcing all state and local laws, college policies, and parking regulations. J. Sargeant Reynolds Police Officers have jurisdiction on all owned property within Henrico County, Richmond City and Goochland County, as well as property immediately adjacent to J. Sargeant Reynolds owned property. In addition, our police officers have jurisdiction on any other public or private institution of higher learning, if requested by that institution. Officers take offense reports of all crimes reported that occur on college property and conduct criminal investigations of those crimes. All reported crimes are reported to the State Police and FBI through the computer generated Incident Based Reporting (IBR) system. They are also responsible for working vehicle accidents that occur on college property. Members of the department work closely with local, state and federal law enforcement, as well as other emergency response agencies.

The department's College Safety Manager is responsible for drafting policies and conducting college wide inspections to ensure the college is in compliance with all local, state and federal safety regulations. More information about the Department of Police and Security Services is available on our website-<http://www.jsr.vccs.edu/security/>.

### **Policies and Regulations**

#### **Warnings and Alerts**

The Department of Police & Security Services works closely with the Office of Marketing & Public Relations to ensure that members of the college community are notified without delay about security situations and crimes that are considered to represent a threat to students and employees. The primary method of notification of the Campus Safety Alerts is through the use of the Reynolds Alert system. This system allows J. Sargeant Reynolds to immediately notify

students, staff, and faculty during a major crisis or emergency. Reynolds Alert delivers important emergency alerts, notifications and updates to you on all your devices:

- E-mail account (work, home, other)
- Cell phone
- Pager
- Smartphone/PDA (BlackBerry, Treo & other handhelds)

Reynolds Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

Additional information on the Reynolds Alert notification system can be found at <http://alert.reynolds.edu>.

As appropriate, notices are also made on JSRTV Comcast Channel 96 as well as posted on bulletin boards.

## **Reporting a Crime or Getting Emergency Assistance**

Individuals are responsible for being aware of and complying with college policies/procedures and applicable law. Employees and students also have an obligation to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the Department of Police & Security Services. Crimes and other emergencies should be reported to JSRCC Police at (off-campus or cellular phone) 523-5219 or (from a college phone) 5911.

All emergencies, criminal acts or questionable behavior should be reported immediately to the Department of Police and Security Services by telephone or by using one of the emergency call boxes strategically located around each campus. A program has been added to the Department of Police & Security Services website that enables students, faculty and staff to report incidents via the Internet. The report form contains all information needed to complete a police report.

*Non-emergency numbers for contacting Police & Security Services is (804) 523-5219.*

*To report a crime anonymously on-line, please visit [www.reynolds.edu/security/report.htm](http://www.reynolds.edu/security/report.htm).*

## **Victim Witness Program**

The Department of Police & Security Services is dedicated to assisting and providing services to victims and witnesses of crime, as governed by the Virginia Crime Victims Bill of Rights.

Our goal is to ensure that victims and witnesses are given as much assistance as our agency can provide to reduce the impact of crime on victims, and witnesses by making them aware of available services, and resources to accommodate their immediate needs, and reduce trauma for college students, faculty and staff.

As the victim or witness of a crime, you have certain rights under the Virginia's Crime Victim and Witness Rights Act. There are specific steps you must take to receive these rights. For detailed information, obtain a copy of "An Informational Guide to Virginia's Crime Victim and Witness Rights Act" from your local victim/witness program, Commonwealth's Attorney's Office, Police or Sheriff's Department, or the Virginia Department of Criminal Justice Services.

We encourage everyone that has become the victim of a crime to come forward and report the crime to the police. However, on occasion and depending on the nature of the crime, the victim may elect to refuse to press charges; regardless if a report is filed.

### **Sources of Information and Assistance**

J. Sargeant Reynolds Department of Police & Security Services	523-5219
(From any Campus Phone)	EMERGENCY 5911
Henrico County Division of Police	501-5000
Richmond City Police Department	646-5100
Goochland County Sheriff's Office	546-5349
Office of Student Affairs	523-5537
Reynolds Information	371-3000
National Center for Victims of Crime	(800) 394-2255
Virginia Family Violence and Sexual Assault Hotline	(800) 838-8238
Henrico County Victim Witness Program	501-4134
Richmond City Victim Witness Assistance	646-7665
Goochland County Victim Witness Assistance	556-5349

### **Crime Prevention Programs**

The Crime Prevention Unit is responsible for conducting Security Assessments and providing programs to inform students and employees about the prevention of crime.

The Department of Police & Security Services offers various security awareness programs which includes, but is not limited to Emergency Preparedness, Fire Safety, Rape Aggression Defense, Refuse To Be A Victim, Crime Prevention, Workplace Violence Prevention, Home and Personal Security, The Law and You, and Gang Awareness.

### **Access to Campus Buildings**

The Department of Police & Security Services provides coverage twenty-four hours a day, seven days a week for the Parham Road and Downtown campuses. Buildings are patrolled on a regular basis by police and security personnel. Buildings are locked and secured at the end of classes each night. *J. Sargeant Reynolds Community College is not a residential academic institution.*

Security and access control design standards have been developed for new and renovated buildings owned by the college. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during holidays.

J. Sargeant Reynolds Community College has procedures to ensure that repairs and maintenance related to safety and security are completed in a timely fashion. To request repairs of broken windows, broken locks, doors, etc. please report the need to the college's police department, or directly to Facilities Management. For college staff requesting repairs, please use work order requests on the Inside JSR website.

## **Alcoholic Beverage Regulations**

J. Sargeant Reynolds Community College prohibits the illegal use of alcoholic beverages by students on campus, and enforces all applicable state laws and college policies relative to alcohol violations. Although there is a procedure for students of legal drinking age to gain permission to serve alcohol at college-sponsored events, all local, state, and federal laws as well as college policies must be adhered to. Individuals who consume alcoholic beverages are responsible for their own behavior. Students violating laws or college policies are subject to disciplinary action. College employees are also expected to follow college alcohol policies as well as Department of Human Resource Management policies and state law.

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act of 1989, and the state Policy on Alcohol and Other Drugs, J. Sargeant Reynolds Community College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and other drugs by employees and students in the workplace, on college property or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment, expulsion, referral for prosecution and referral to an evaluation or rehabilitation program. *See Alcohol and Other Drugs Policy (DHRM policy # 1.05).*

## **Sexual Misconduct**

JSRCC Department of Police & Security Services is committed to preventing sexual assault. Incidents of sexual misconduct, including rape, sexual battery, and other forcible and non-forcible offenses are violations of state law, as well as J. Sargeant Reynolds Community College code of student conduct, and the state code of employee conduct. Educational programs for prevention of sexual assault are conducted on a regular basis. Additionally, the topic is covered in new student orientation.

Victims of sexual offenses on campus should contact the department immediately for proper reporting, investigation and criminal apprehension. It is important that a victim preserve physical evidence for proof of a criminal offense. After an alleged offense has occurred, the victim should not change clothes, clean up or bathe until evidence can be collected by a forensically trained individual and they should seek medical attention as soon as possible.

More detailed policies and procedures concerning sexual misconduct can be found in the J. Sargeant Reynolds Community College Student Handbook.

1. Student Sexual Misconduct  
(Policy #1-14, 10-26-06)
2. Student Conduct  
(Policy #1-35, 04-01-08)

## **Campus Sex Crime Prevention Act**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with “Sex Offender and Sex Crimes Against Minors” registry maintained by the Virginia Department of State Police.

Information concerning offenders registered may be disclosed to any person requesting information on a specific individual in accordance with law. The following State Police website has further information and requests for information can be submitted here electronically:

<http://sex-offender.vsp.virginia.gov/sor/index.html>

## **Criminal Offense Log**

In accordance with the regulations of the Clery Act, a campus criminal offense log is maintained by the Department of Police & Security Services. Interested persons can access this information at the police department office at any of the J. Sargeant Reynolds Community College campuses, or on the website.

## **Escort Service**

Our department provides escort services to students, faculty, staff, and guests who want to be accompanied when walking to their vehicles. This service is available on all campuses during regular hours of operation.

## **Shuttle Service**

The Downtown campus offers shuttle services to and from the college’s satellite parking lots. The shuttle van operates Monday through Friday between the hours of 7:00AM – 1:00 PM and 5:00 PM – 10:00 PM. The Van makes the tour approximately every 15 minutes.

Shuttle transportation is also provided between Parham Road Campus and Downtown Campus between 8:00AM – 3:00PM, Monday – Friday. The shuttle leaves PRC on the hour and DTC on the half hour.

## **Safety Tips**

We encourage all students, faculty, staff, and visitors to take an active role in their own safety and security while on campus. Everyone can help maintain a safer environment at the college by following the guidelines listed below:

- Walk in well-lighted and well-traveled areas after dark. Walk with a friend or call Campus Security for an escort.
- Keep yourself informed. Check campus email and bulletin boards for campus alert notices, which pertain to specific security conditions on campus. Take advantage of informational and crime prevention programs sponsored on campus.
- Never study alone in an isolated area of a campus building.
- Lock your car and secure valuables when using campus-parking facilities.
- Become familiar with emergency exits and the locations of fire alarms and fire extinguishers.
- Lock offices when not present. Do not loan keys to anyone.
- Immediately report all suspicious persons, vehicles, or activities to Campus Security.
- Immediately report all crimes, security-related problems, and hazardous conditions to Campus Security.

## **Campus Crime Statistics**

The statistical data reported on the following charts is compiled from the records maintained by the JSRCC Department of Police and Security Services, the JSRCC Director of Student Development and the following law enforcement agencies:

1. Goochland Sheriff's Office
2. Henrico County Division of Police
3. Richmond Police Department

The criminal offenses are classified using the *FBI's Uniform Crime Reporting System* definitions. The "Clery Act" defines the location categories used.

Public Property is defined by the U.S. Department of Education as "all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from J. Sargeant Reynolds Community College." The college has neither "Residential" living quarters nor "Non-Campus" buildings owned by student organizations. The reader should keep in mind that some crime victims may choose not to report offenses to Campus Police or local police authorities, and that violations listed may result in both arrest and disciplinary referral for the same offense. All criminal activity is detrimental to the college community and strong measures, including dismissal are taken against offenders.

## Reporting Period January 1, 2009 through December 31, 2009

### Parham Road Campus

Criminal Offense	Location	2007	2008	2009
Murder/Non-Negligent Manslaughter	On-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses – Forcible	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses – Non-forcible	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	1	0	0
	Public Property	0	0	1
Aggravated Assault	On Campus	0	0	0
	Public Property	0	1	0
Burglary	On Campus	2	0	0
	Public Property	0	7	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	2	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action – Illegal Weapons	On Campus	0	2	0
	Public Property	0	0	0
Disciplinary Action – Drug Law Violations	On Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action - Liquor Law Violations	On Campus	0	1	0
	Public Property	0	0	0
Arrests – Illegal Weapons	On Campus	0	0	0
	Public Property	0	0	0
Arrests – Drug Law Violations	On Campus	0	0	2
	Public Property	0	6	0
Arrests – Liquor Law Violations	On Campus	0	0	1
	Public Property	0	0	0

### Downtown Campus

Criminal Offense	Location	2007	2008	2009
Murder/Non-Negligent Manslaughter	On-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses – Forcible	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses – Non-forcible	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	1	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	1	1	0
Burglary	On Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	1	0
	Public Property	1	3	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action – Illegal Weapons	On Campus	0	1	0
	Public Property	0	0	0
Disciplinary Action – Drug Law Violations	On Campus	0	1	0
	Public Property	0	0	0
Disciplinary Action - Liquor Law Violations	On Campus	0	0	0
	Public Property	0	0	0
Arrests – Illegal Weapons	On Campus	0	0	0
	Public Property	1	0	0
Arrests – Drug Law Violations	On Campus	1	0	0
	Public Property	1	1	1
Arrests – Liquor Law Violations	On Campus	0	0	0
	Public Property	1	0	0

## Western Campus

Criminal Offense	Location	2007	2008	2009
Murder/Non-Negligent Manslaughter	On-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses – Forcible	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses – Non-forcible	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action – Illegal Weapons	On Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action – Drug Law Violations	On Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action - Liquor Law Violations	On Campus	0	0	0
	Public Property	0	0	0
Arrests – Illegal Weapons	On Campus	0	0	0
	Public Property	0	0	0
Arrests – Drug Law Violations	On Campus	0	0	0
	Public Property	0	0	0
Arrests – Liquor Law Violations	On Campus	0	0	0
	Public Property	0	0	0