TO: All Students & Employees of Valley College
FROM: Margaret Stafford
DATE: October 1, 2014
SUBJECT: Posting Notification: Crime Awareness and Campus Security Act Report

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” requires that as a condition of receiving funds or any other form of financial assistance under any federal program, all institutions of higher education must provide students and employees a campus security report.

The 2014 Valley College Crime Awareness and Campus Security Act Report (reporting data from 2011 to 2013) is posted on the campus Student Bulletin Board. It is also available of the Valley College Web Page, click Downloads. A paper copy is available upon request from the Campus Director. It is very important that all students and employees are aware of the information contained in this report and understand that Valley College is committed to maintaining a safe campus environment for its students and employees. If you have any questions, please address them to your school Campus Director.

Margaret Stafford
VALLEY COLLEGE

2014 CRIME AWARENESS AND CAMPUS SECURITY REPORT

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, it is necessary for Valley College to disclose information regarding campus security. This report is to be distributed annually to all students and employees and is available on request to prospective students and employees.

A. REPORTING OF CRIMES

Valley College does not have campus police or security so should a crime or suspected crime occur, the incident must be reported to the “Campus Security Monitor”. (The monitor is identified on the student bulletin board.) Should the monitor not be available, the incident must be reported to a staff member. The monitor/staff member will file the proper report with the school Executive Director. The Executive Director will determine the appropriate actions to be taken except under extreme emergency situations when the monitor/staff member may call police/emergency rescue directly. The Executive Director is also responsible for reporting legitimate incidents to the local public law enforcement authorities.

B. CAMPUS ACCESS:

Access to Valley College facilities will be permitted during business hours to Valley College staff, students and other legitimate visitors as deemed appropriate by the Executive Director. Access to school facilities during other than business hours is at the discretion of the Executive Director. Note: There are no other non-campus buildings or property associated with the individual campuses in each of these locations.

C. CAMPUS LAW ENFORCEMENT:

Valley College does not have separate law enforcement officers (campus police). The responsibilities of these duties lies with the Executive Director and the local public law enforcement authorities.

D. CAMPUS SECURITY INFORMATION DISSEMINATION AND PROGRAMS:

In addition to annual dissemination of campus security information to all students and employees, this information is to be presented during the orientation of new students and employees. A notice identifying the Campus Security Monitor is posted on the student bulletin board.

Timely Warnings: In the event that a situation arises, either on or off campus, that, in the judgment of the Executive Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through a student meeting with students, faculty, staff and posted on the Student Bulletin Board.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well. Anyone with information warranting a timely warning should report the circumstances to the Campus Security Monitor.

E. CRIME PREVENTION AWARENESS:

Each person is encouraged to be responsible for their own security and the security of others. It is important to travel in pairs particularly during the evening shift and to assist others by not leaving the parking lot on the evening shift until other students and staff are safely in their cars and their cars have started.
Only carry enough money to cover your immediate needs and do not leave purses unattended. When leaving valuables in your vehicles, make sure they are not in view of others. Be sensitive and observant of any unusual circumstances and/or people and report any unusual occurrences to the Campus Security Monitor.

F. CRIME OCCURRENCE STATISTICS:

The following is a list of occurrences of the crime categories reported to campus or law enforcement authorities:

<table>
<thead>
<tr>
<th>Category</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Criminal Homicide</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2. Murder and Nonnegligent Manslaughter</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3. Negligent Manslaughter</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>4. Sex Offenses</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>5. Forcible Sex Offenses</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>6. Nonforcible Sex Offenses</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>7. Robbery</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>8. Aggravated Assault</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>9. Burglary</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>10. Motor Vehicle Theft</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>11. Arson</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>12. Crimes of murder, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

G. OFF CAMPUS SECURITY:

Valley College does not participate in, sanction or recognize any off-campus organizations or housing and therefore does not monitor off-campus criminal activity.

H. DRUG & ALCOHOL VIOLATION STATISTICS:

The following is a list of arrests for the following crimes occurring on campus:

<table>
<thead>
<tr>
<th>Category</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Liquor Law Violations</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2. Drug Abuse Violations</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3. Illegal Weapons Possession</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

I. POLICY STATEMENT ON DRUG & ALCOHOL USE:

Valley College insists on a drug and alcohol free learning environment for both students and staff. Therefore, possession, use or distribution of illicit drugs or alcohol, or persons under the influence of illicit drugs or alcohol on school premises as a part of any school activity, shall be referred to a treatment center and may be terminated from the program as explained in Valley College’s “Drug Free Campus and Work Place Compliance” package. (Valley College does not have pastoral or professional counselors.)

J. POLICY STATEMENT ON SEXUAL OFFENSES

It is Valley College’s policy that all applicants, students and employees have a right to work and learn in an environment free of fear of being sexually offended. Valley College prohibits sexual harassment or sexually offensive behavior in any form.
Sexually harassing conduct in the training or workplace, whether physical or verbal, committed by instructors, supervisors or non-supervisory personnel is also prohibited. This includes repeated offensive advances, propositions, graphic or verbal commentary about an individual’s body, sexually oriented statements and the display in the training or workplace of sexually suggestive objects or pictures.

DEFINITIONS: Sex Offenses, Forcible - Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. This includes Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sex Offenses, Non-Forcible Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law and statutory rape which is unlawful non-forcible sexual intercourse (i.e., non-forcible sexual intercourse with a person who is under the statutory age of consent.)

To promote awareness of rape, acquaintance rape and other nonforcible sex offenses, information about organizations in the community that provide assistance in this area will be posted on the student bulletin board. When appropriate, individuals from community organizations that counsel individuals about sex offenses will conduct seminars on campus.

Applicants, students and employees who have complaints regarding sex offenses should follow the procedure outlined in this report under the heading: “REPORTING OF CRIMES”. In addition, any evidence for the proof of a criminal offense should be preserved. If the student or employee requests assistance in notifying the appropriate authorities, institutional personnel will provide this assistance.

Individual community counseling centers for each of Valley College’s campuses are listed below.

The Campus Sex Crimes Prevention Act (CSCPA) enacted on October 28, 2000 requires that sex offenders must notify the State concerning each institution of higher education in the state at which the individual is a student or works and of change in enrollment or employment status at the institution. The web site where this list can be obtained is listed below.

Additional information is available at each campus.

**All Campuses**

Registered Sex Offenders List [www.wvstatepolice.com](http://www.wvstatepolice.com)
Alcohol Beverage Control Hotline (800) 642-8208

**Martinsburg**

Eastridge Health Systems, Inc. (Berkeley County Mental Health Services) (304) 263-8954
Martinsburg, WV
Eastridge Health Systems, Inc. (Jefferson County Mental Health Services) (304) 725-7565
Ranson, WV
East Ridge Health Systems, Inc. (Morgan County Health Services) (304) 258-2889
Berkeley Springs, WV
Mental Health Services – Behavioral Health Services of Washington County Health System (301) 766-7600
Hagerstown, MD
Rape Crisis Line Martinsburg WV area (304) 263-8522
Shenandoah Women’s Health Center Hotline (304) 263-8522
Beckley

Fayette Co. FMRS Mental Health Council
Fayetteville, WV (304) 574-2100
Raleigh Co. FMRS Mental Health Council
Beckley, WV (304) 256-7100
Raleigh General Hospital
Beckley, WV (304) 256-4100
Beckley Application Regional Healthcare Hospital (BAR-H)
Beckley, WV (304) 255-3000
Women’s Resource Center Hotline
Beckley, WV (304) 255-2559

Princeton

Southern Highlands Comm. Mental Health Ctr.
Princeton, WV (304) 425-9541 or (304) 425-0122 (24 hours)
Princeton Community Hospital
Princeton, WV (304) 487-7000

DISCIPLINARY ACTION: Applicants, students and employees who have complaints of a sexual offense should report such conduct to their Valley College instructor or supervisors. If this is not appropriate, they should seek the assistance of their Valley College campus security monitor or school director. There will be no retaliation against applicants, students or employees for reporting sexual offenses or assisting Valley College in the investigation of a complaint. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. This notification of outcome does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). The outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Where investigations confirm the allegations, appropriate corrective action will be taken. Such conduct may result in disciplinary action up to and including dismissal.

Emergency Response and Evacuation Procedures:
Each campus will provide their students with the Emergency Response and Evacuation Procedures with specific campus-related information.