Crime Awareness & Campus Security Report
EMERGENCY RESPONSE PLAN

WVNCC realizes that an emergency typically occurs with very little notice. Therefore a defined approach to responding to an emergency may vary depending on the specific conditions at the time of the emergency. It is also possible that an emergency may occur that has not been identified in this plan. The Emergency Procedures chart is designed to prepare for campus emergencies and can be found in all classrooms either on the wall or at the podium. A copy has been provided to every employee and is displayed in some public areas. The Emergency Procedures are campus specific and may have different steps based on the campus locations.

The College has initiated a written Emergency Evacuation and Safety Plan including definitions of terms, lines of authority, campus responsibility and emergency management team, resources and contacts. Annual emergency response tests are done on each campus and coordinated by the Safety Committee. This information is available to the College community through the Safety Committee.

In the event of an emergency the College will use a number of means to communicate including the WVNCC Rave Text Alert system, email, WVNCC website, classroom telephones, etc., as deemed appropriate for the given emergency.

The College’s Emergency Management team will meet after each event to review and summarize the occurrence and response.
INTRODUCTION

West Virginia Northern Community College has taken prudent steps to promote a safe and secure environment that is compatible with the College community’s academic and co-curricular pursuits. We solicit your support in making our College community safe and secure by accepting responsibility for your actions and committing to participate in programs to assist others.

No institution can guarantee the total safety and security of all its members. Only through community support and involvement can we be successful in achieving our goal. We ask you to help us by reporting any suspicious activity or crime immediately. Together, we can make West Virginia Northern a safe and secure environment for the community.

TIMELY WARNINGS / SAFETY AND EMERGENCY ALERT

In the event that a situation occurs, either on or near campus, that in the judgment of WVNCC constitutes an ongoing or continuing threat, a “warning/alert” will be issued. The warning will be issued through the College’s e-mail system and WVNCC Watch Text Alert System to students, faculty and staff. Warnings will be issued by the Executive Safety and Security Committee, the Manager/Campus Operations, or through the appropriate Vice President or President’s Office.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the College may also post a written notice on campus bulletin boards and near entrance ways to campus buildings. Coordination with local safety officials such as city or state police is done on an as needed basis. The College is in regular contact with local authorities.

Complainants of interpersonal violence should be aware that the College’s administrators must issue timely warnings to the college community for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. No such warning will identify a complainant or contain information that could do so unless permitted by the complainant.
PREPARATION OF DISCLOSURE OF CRIME STATISTICS REPORT
The annual Campus Crime notification includes statistics for crimes defined under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act which are reported for all WVNCC on-campus buildings, public property adjacent to campus buildings and off-campus property owned by the College or used for College activity during the time in use. Statistics are requested from local police for reporting in each year’s publication. If information is unavailable from local police, a notation will be made at the time of reporting on information not provided. Information is also gathered from on-campus crime logs, which are available through each Manager/ Campus Operations and from College officials listed in the Clery Act as responsible for reporting, including the Executive Safety and Security Committee, the Director of Student Activities, Manager/Campus Operations or through the appropriate Vice President or President’s Office. The final reporting of statistics is provided by the Office of Institutional Research at WVNCC.

GENERAL PROCEDURE FOR CRIME REPORTING AND CRIME PREVENTION
To report a crime, contact your campus as follows:

New Martinsville Manager/Campus Operations
304-455-4684 ext. 8761

Weirton Manager/Campus Operations
304-723-2210 ext. 7515

Wheeling Campus Security Liaison
304-650-9994 (day)

Wheeling Campus Safety Committee
304-233-5900
ext. 8809, ext. 8845, ext. 8901

In the event of sexual assault, report immediately to local police using the emergency number of 911.

Campus Police Authority (revised 2016)
All crime and any suspicious activity must be reported to the Campus Liaison Officer on the Wheeling campus or the Manager/Campus Operations on the Weirton and New Martinsville campuses or any official of the College. All crimes reported become a matter of public record; no confidential reporting of crimes is available. Violations of law will be referred to local law enforcement agencies and, when appropriate, through the Student Code of Conduct.

The College does not have pastoral or professional counselors. The Weirton and New Martinsville campuses do not have a security department or security personnel.
The Wheeling campus employs a Wheeling Police officer through a Memorandum of Understanding with the Wheeling Police Department for a Campus Liaison Officer normally between the hours of 10 a.m. and 6 p.m. Monday through Friday. The Wheeling campus also employs one evening Wheeling Police officer as needed when classes are in session to act as security and provide escorts to parking areas during the Fall and Spring semesters. No evening service is available during the summer at the Wheeling campus, at any time at the New Martinsville or Weirton campuses or during other times when the College may be open.

The Campus Liaison Officer and the evening police officer have the same law enforcement authority on all campus property and adjacent public property as any City of Wheeling Police officer who are commissioned officers under the State of West Virginia WV State Code §60A-5-501. Powers of enforcement personnel are as follows:

(a) Any member of the state police, any sheriff, any deputy sheriff, any municipal police officer and any campus police officer may in the enforcement of the provisions of this act:

1) Carry firearms;

2) Execute and serve search warrants, arrest warrants, subpoenas, and summonses issued under the authority of this state;

3) Make arrests without warrant for any offense under this act committed in his presence, or if he has probable cause to believe that the person to be arrested has committed or is committing a violation of this act which may constitute a felony;

4) Make seizures of property pursuant to this act; or

5) Perform such other law-enforcement duties as said state board of pharmacy or said appropriate department, board or agency, as specified in section 301, designates.

In accordance with state laws, the Campus Liaison officer has all powers of police in criminal cases and offenses against the laws as well as authority to enforce West Virginia motor vehicle laws, local ordinances and College rules and regulations. The Campus Liaison Officer and Wheeling Campus Police evening officers are armed. The Campus Liaison officer and any Wheeling Police Officer employed by the College are charged with the responsibility for investigation, follow-up, apprehension, and resolution of any incident reported to the College. For the campus security department to achieve its mission, it is critical that all members of the community report crimes promptly and accurately. In July 2015, the College’s Liaison Officer became a Prevention Resource Officer (PRO) following the guidelines of the West Virginia Division of Justice and Community Services. The Campus Liaison officer through his PRO duties will allow additional focus on School Safety, Education for students, parents and staff, mentoring of students, child advocacy, law enforcement, building security, traffic duties, community outreach and a liaison with other resources.

During new student orientation, each fall and spring, the College will address matters of safety related to the student’s home campus and awareness of available resources. The College has an Emergency and Safety Policy in effect and it is provided to all full-time faculty and staff through the Safety Committee.
The Security Policy as provided is a living and working document which is updated as needed.

The Campus Crime Report as required is available in print from any Campus Counselor or Campus Service Center and is also available on the College’s website. Annual notice is provided by student e-mail and faculty and staff e-mail when the current report is available with a direct link to the report.

**POLICY ON SECURITY AND ACCESS**

During business hours, the College’s main service center area is open to students, parents, employees, contractors, guests, and those seeking information and business with the College. Classroom areas, open computer labs and student activity areas are open to all registered students, faculty and staff during business hours. Office areas are available during posted hours of operation. The College’s Learning Resource Centers (LRC/Library) are available to the community during business hours and patrons are required to follow policies for use of computers and other library materials, services and space.

During non-business hours or during periods when the College is closed, access is limited to those with prior approval or with admittance by an approved College official. Emergencies or other College-determined need may necessitate changes or alterations to any posted schedule. The College also has a published firearms policy.

**STATEMENT ADDRESSING OFF-CAMPUS ACTIVITY**

WVNCC does not currently have any recognized organizations which are housed off campus. College organizations sponsoring off-campus events are subject to the applicable College Code of Conduct standards and any crimes reported during those events will be reported to the local police authorities.

The College has also implemented a Public Access policy limiting access to areas and requiring visitors to register and obtain a visitors pass while on campus. The full Public Access Policy is available at [www.wvncc.edu/uploads/y1_PublicAccess11-8-2011Final.pdf](http://www.wvncc.edu/uploads/y1_PublicAccess11-8-2011Final.pdf)

**REPORTABLE CRIMES**

The Clery Act requires colleges and universities to report on seven basic categories of crime and beginning for reporting October 1, 2015, this includes incidents of domestic violence. These are the same seven categories contained in the Federal Uniform Crime Report as compiled by the Federal Bureau of Investigation. These categories are as follows:

- **Criminal Homicide**—Murder, negligent and non-negligent manslaughter
- **Sex Offenses**—forcible and non-forcible
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**
Additionally, the Clery Act requires the report on arrests and/or disciplinary referrals for the following: liquor law violations, drug law violations and illegal weapons possession.

The Clery Act also requires an accounting of hate crimes reported as happening on campus or on public property adjacent to campus.

West Virginia Northern Community College requests crime figures from law enforcement agencies whose jurisdiction includes the College campuses. This information is used to generate the statistics. All figures are for the three calendar years immediately preceding the publication year. Any questions can be addressed to the Manager/Campus Operations or the appropriate Vice President's Office.

**ALCOHOL AND DRUG-FREE WORKPLACE POLICY**

West Virginia Northern Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of an illicit substance or abuse of a legal or controlled substance, including alcohol, by students and employees at any of its campuses or facilities, including leased or owned property or other sites at which off-campus activities are conducted. Prohibited acts under this policy also include failure to report a criminal conviction for a violation of any criminal drug law, based on conduct occurring in the workplace, and violations of any alcoholic beverage control law, or law which governs driving while under the influence of an intoxicant or substance, based on conduct occurring in or related to the workplace. Additional policy details for students are available in the College catalog and employee documentation through the Human Resource Office.

### New Martinsville Campus Crimes Reported to Police

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(incest and statutory rape)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery - Burglary Forced</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary - No Force</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Hate Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/damage/vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any Other Crime Involving Bodily Injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Campus Sexual Violent Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## New Martinsville Campus Persons Referred for Disciplinary Action

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapon Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Weirton Campus Crimes Reported to Police

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
  *(incest and statutory rape)*                    |      |      |      |
| Robbery - Burglary Forced                        | 0    | 0    | 0    |
| Aggravated Assault                              | 0    | 0    | 0    |
| Burglary - No Force                              | 0    | 0    | 0    |
| Motor Vehicle Theft                              | 0    | 0    | 0    |
| Arson                                           | 0    | 0    | 0    |

## Hate Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/damage/vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any Other Crime Involving Bodily Injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Campus Sexual Violent Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Weirton Campus Persons Referred for Disciplinary Action

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapon Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Wheeling Campus Crimes Reported to Police

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
  *(incest and statutory rape)*                    |      |      |      |
| Robbery - Burglary Forced                        | 0    | 0    | 1    |
| Aggravated Assault                              | 0    | 0    | 0    |
| Burglary - No Force                              | 0    | 0    | 0    |
| Motor Vehicle Theft                              | 0    | 0    | 0    |
| Arson                                           | 0    | 0    | 0    |
There were no hate crimes reported for the years 2015, 2016 or 2017. Reports were received from the Wheeling police district, Weirton Police Department, New Martinsville Police Department, Wetzel County Sheriff, Hancock County Sheriff. Also reviewed were on-campus reports generated by the College. The Industrial Technology Center (ITC) on the Wheeling Campus was under construction during 2017. No students or College functions occurred at this location. The College has no residence halls nor does it own or lease any living arrangements and therefore does not report fire safety or missing persons related to students living on campus.

A campus crime log for on-campus reports is available through the office of each Manager/Campus Operations/Security Officer (for 60 days) or the appropriate Vice President’s Office after 60 days.

**SEXUAL ASSAULT**

**SEXUAL ASSAULT POLICY**

The College is committed to providing a safe learning and working environment. This safe environment includes all campus locations and all off-campus, college-related activities and sites. Sexual assault is a violation of College rules and of state law. Sexual assault is broadly defined as being any unwanted attempted or actual sexual activity, including forcible and non-forcible sexual offenses.

Sexual harassment and discrimination are addressed by the College in separate rules for students and faculty and staff. Copies of the current sexual harassment and discrimination rules are available at www.wvncc.edu/uploads/Harassment and Discrimination Rule/207-1-2011.pdf

Definition of types of assault covered under guidelines:

A forcible sexual offense is any sexual act directed against another person, including unwanted touching, that is against that person’s will or which involves
the use of force, violence or the threat of force or violence, or a sexual act against a person incapable of giving consent. Forcible sexual offenses include rape, sodomy, sexual assault with an object, and all forms of nonconsensual touching such as fondling.

Non-forcible sexual offenses are acts of unlawful sexual activity against persons incapable of giving consent, such as statutory rape. Acts which are commonly expressive of familiar or friendly affection and accepted medical purposes are not included.

SEXUAL ASSAULT REPORTING PROCEDURE
Any interpersonal violence can be reported to any employee of the College. Any complaint of an interpersonal violence or any employee who receives a report of an incident will report the incident to a College Administrator.
Four options in reporting an interpersonal violence:
1. Report assault but choose not to pursue charges.
2. Report assault and pursue internal (College) charges.
4. Report assault and pursue both internal (College) and criminal charges.

The College’s Interpersonal Violence resources are updated each year and a listing is available at each campus service center and on the website.

Interpersonal violence cases that indicate a danger to the campus community as a whole will be forwarded to the Campus Safety Executive Team for release to protective notification to the campus community; the complainant will not be identified.

Complainants are encouraged to file a complaint promptly, and it is expected that complaints will be filed by current students. To file a complaint and initiate the College’s discipline process for an alleged violation of this policy, contact a College administrator and he or she will explain the complaint procedures. Students with a protective order, restraining order, no contact order or similar order issued by a criminal, civil or tribal court should bring a copy of that document to the Campus Security Liaison Officer in Wheeling, the Manager/Campus Operations in Weirton or New Martinsville or their designee for review and evaluation of an individualized plan based on the review.

The College promptly investigates all complaints of alleged violations of the College’s Interpersonal Violence Rule. While there is no deadline for filing a complaint, in order for a hearing to occur, the Respondent must be enrolled at the College at the time the complaint is made and throughout the hearing process. The College will, however, investigate all complaints made by students who are no longer enrolled at the College. The investigation of such complaints may or may not take the form of a hearing as described below. The Judicial Board will use a preponderance of the evidence standard to determine responsibility.

The Complaint Resolution procedures apply to complaints of alleged violations of the Interpersonal Violence Rule where the Complainant is a student. Please consult with human resources for the procedures for cases in which the
Complainant is an employee or a student employee.

The Complainant and the Respondent may invite a support person to accompany them through all parts of the College complaint resolution procedure.

INVESTIGATION RELATED TO STUDENT DISCIPLINARY ACTION
The College will conduct procedures that provide a prompt, fair and impartial investigation and resolution. A disciplinary hearing is conducted by a Judicial Board which is trained annually and the process is administered by College officials who are trained annually on issues related to domestic violence, dating, violence, sexual assault and stalking, as well as how to conduct a hearing process and that protects complainant’s safety and promotes accountability.

A. The Complainant will be asked to submit a written statement of the incident.
B. The Respondent must submit a written response to the complaint within a reasonable time frame, as determined by the hearing process.
C. The College through its investigative process will review all information and seek out related information as applicable.

INVESTIGATION PROCESS
The College will conduct procedures that provide a prompt, fair and impartial investigation and resolution. Upon receipt of information about an alleged incident of interpersonal violence, the College has the obligation to investigate and may pursue disciplinary action regardless of whether the Complainant files a complaint. This investigation will be conducted by individuals who receive training annually on issues related to domestic violence, dating violence, sexual assault and stalking and coordinated by the Title IX Coordinator, Peggy Carmichael, who is available by telephone at 304-214-8901, email at pcarmichael@wvncc.edu, or in person at 1704 Market Street, Wheeling, WV, 26003, Wheeling campus, B&O building, Room 119, Human Resources Office and may begin prior to the receipt of a formal complaint, or may occur if a formal complaint is not made. The College may also include a disciplinary process related to event following the College’s Student Code of Conduct policy (available in the Student Handbook on the College’s website), including the steps listed below. The students and employees are expected to cooperate fully and truthfully with any investigation and/or the discipline process.

DELIBERATION AND DECISION MAKING
Upon completion of the hearing, the Judicial Board will deliberate in private to determine if any violation(s) of the policy occurred and what the specific violation is. The Judicial Board will use a preponderance of the evidence standard to determine responsibility. If it is not possible for the Judicial Board to make a decision the same day as the hearing, the panel will reconvene as soon as possible and shall meet until a decision is reached.

The Judicial Board will base its decision on the hearing, participants’ written statements, the investigative report, and information shared during the hearing. The Judicial Board will determine whether the Respondent is:
Not Responsible: The Respondent will be found not responsible when the Judicial Board determines that it is more likely than not that the alleged behavior did not occur and/or the alleged behavior occurred but was not in violation of College policy.

OR

Responsible: The Respondent will be found responsible when the Judicial Board determines that it is more likely than not that the alleged behavior did occur and that the behavior was in violation of College policy.

NOTIFICATION OF DECISION

If the Respondent is found not responsible from the hearing decision, a letter will be sent to both the Respondent and the Complainant.

If the Respondent is found responsible, the Judicial Board will determine sanctions, the Judicial Board may include the Respondent's prior conduct history, if any. A letter will be sent to both the Respondent and the Complainant.

Copies of the hearing decision letter may be sent to others as needed depending on the nature of any sanctions.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

Go to a safe place. For your own protection, call the police immediately, especially if the assailant is still in the immediate area. The police will help you whether or not you choose to prosecute the assailant. Call a friend or family member for support.

Seek medical attention immediately. The primary purpose of a medical examination following a sexual assault is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the sexual assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. So get medical attention as quickly as possible.

Do not wash. Don’t bathe or douche. Bathing or douching might be the first thing you want to do. You might literally be washing away valuable evidence. Wait until you have an examination.

Preserve all physical evidence. Save your clothing. It is alright to change clothes. But save what you were wearing. Your clothing could be used as evidence for prosecution. Place each item of clothing in a separate paper bag for police.

Report the incident to the police.

It is up to you, but reporting a sexual assault isn’t the same thing as prosecuting a sexual assault. Prosecution can be determined later. Contact police by calling 911. College Administrators are willing and able to assist complainants in getting them information on how to report incidents to the proper authorities. If you are a complainant of an interpersonal violence and decide not to notify the police, please secure medical attention. The College will assist the complainant by providing a list of supporting agencies. You are not required to notify the police or the College.

At this time, the College does not provide campus services for counseling or mental health related to interpersonal violence. Please refer to the resource guide.
provided on each campus for Victim Assistance information.

The campus will investigate interpersonal violence complaints in accordance with the College rules and regulations. Both the complainant and the respondent are entitled to the same opportunities to have others present during the hearing process, and each will be notified of the final determination and any sanction on the respondent (only of the campus disciplinary process). The College will work with the complainant to make reasonable accommodations to the student’s schedule as a result of the alleged offense.

**DISCIPLINARY ACTIONS**

Persons found guilty of sexual assault will be disciplined in accordance with disciplinary policy or rules, which include expulsion from the College or termination of employment. These sanctions will be in addition to criminal or civil penalties imposed by federal or state courts. Any person found guilty of filing a false accusation of sexual assault will be subject to appropriate disciplinary action as well.

The campus will investigate sexual assault complaints in accordance with the College’s Code of Conduct. Both the victim and the accused are entitled to the same opportunities to have others present during the hearing process, and each will be notified of the final determination and any sanction on the accused (only of the campus disciplinary process). The College will work with the victim to make reasonable accommodations to the student’s schedule as a result of the alleged sex offense.

Offenses of sexual assault can result in a final determination of disciplinary action and the College may impose a maximum sanction of expulsion for the actions of rape, acquaintance rape or other forcible or non-forcible sex offenses for the first offense or any subsequent offenses.

Note: The College may impose an Interim Suspension or interim measures based on the health or safety of members of the College community during the investigation and through the hearing process until a final decision is completed.

If the Respondent is found responsible for violating the Interpersonal Violence Rule, the Judicial Board may impose one or more of the following sanctions as indicated for the specific violation. If more than one type of violation of the Interpersonal Violence Rule occurred, the Respondent will be sanctioned accordingly:

**For a finding of Interpersonal Violence Rule:**

- Disciplinary Warning
- Disciplinary Probation, which may include restriction from particular buildings, areas of campus, and/or College activities
- Disciplinary Suspension from the College for a minimum of one semester
- Disciplinary Expulsion

**For a finding of Interpersonal violence:**

- Disciplinary Suspension from the College for a minimum of one semester
Disciplinary Expulsion

In addition to the above sanctions, the Judicial Board reserves the right to invoke additional requirements.

An educational and informational campaign to assist with the prevention of sexual assaults will be made available to students, faculty and staff at least once per academic year. The educational program may be provided through various formats (films, workshops, handouts, etc.), which address issues of sexual assault and its prevention.

All new students, newly hired employees and existing employees will be trained in primary prevention and awareness programs relating to sexual misconduct, domestic violence, stalking, dating violence, and related offenses.

At a minimum, that training will inform on the nature of prohibited conduct, the definitions of various prohibited behaviors, the definition of “consent” as applied by the institution, safe and positive options for bystander intervention in risky situations, means of recognizing sign of domestic violence and abusive behavior and ongoing prevention and awareness related issues.

In addition, that training will inform attendees of the relevant provisions of this rule for purpose of recognizing reporting instances of prohibited conduct.

The institution will provide ongoing training, programs, and prevention campaigns throughout the academic year. Programs and campaigns will include and are not limited to domestic violence, dating violence, sexual assault, stalking, bystander intervention, consent, and other related interpersonal violence topics. Educational information will be made available regarding risk reduction and recognizing warning signs of abusive behavior and how to avoid potential attacks.

SEX OFFENDER INFORMATION

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, West Virginia Northern Community College is providing a link to the West Virginia State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already mandated to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student. In the state of West Virginia, convicted sex offenders must register according to the West Virginia state law.

Per West Virginia State Police website, “This information is provided in the interest of public safety and should be used only in order to take appropriate precautions. The information accessed through the use of this website may not be used to threaten, intimidate or harass registered sex offenders and violation of law will be investigated by the West Virginia State Police.”

The West Virginia State Police is responsible for maintaining this registry. Follow the link below to access the West Virginia State Police web site.
West Virginia Northern’s Sexual Assault Resources

New Martinsville
For Medical Assistance:
Wetzel County Hospital  304-455-8000
NM Health Care Center  304-455-2600

To Report Crime:
City Police  304-455-9100
County Sheriff  304-455-2430
State Police  304-455-0913
Manager/Campus Operations  304-455-8761
Counselor  304-455-8769

For Support Services:
Rape and Domestic Violence  304-292-5100
Sexual Assault Help Center  304-234-1783
After 4 p.m. and on weekends  304-234-9782

Wheeling
For Medical Assistance:
Ohio Valley Medical Center  304-234-0123
Wheeling Hospital  304-243-3000
Ohio County Health Dept.  304-234-3682

To Report Crime:
City Police  304-234-3661
County Sheriff  304-234-3607
State Police  304-238-1100
Counselor  304-233-8946

For Support Services:
Sexual Assault Help Center  304-234-1783
After 4 p.m. and on weekends  304-234-9782
Tri-County Help Center  740-695-5441
or 800-695-1639

Weirton
For Medical Assistance:
Weirton Medical Center  304-797-6000
Hancock County Health Dept.  304-564-3343
Brooke County Health Dept.  304-737-3665

To Report Crime:
City Police  304-797-8555
Brooke County Sheriff  304-527-1430

For Support Services:
Hancock County Sheriff  304-564-4100
Manager/Campus Operations  304-723-7515
Counselor  304-723-7515
Healthways  800-774-2429
Sexual Assault Center  304-234-1783
After 4 and on weekends  304-234-9782
CONSUMER INFORMATION

• Information contained in this publication was correct at the time of printing. WVNCC reserves the right to make changes without prior notice or obligation to information contained in this publication.

• WVNCC is accredited by The Higher Learning Commission and a member of the North Central Association. Web address: ncahigherlearningcommission.org. Phone number: 312-263-0456.

• WVNCC complies with the regulations of the Federal Educational Rights and Privacy Act (FERPA) of 1974, as amended. Any student who does not want certain information released must state it in writing to the Records Office each academic year. Students may obtain a Release of Information form from the Campus Counselor.

• West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8901 and her office is located in Room 119, B&O Building, Wheeling campus. Her email address is pcarmichael@wvncc.edu.