Northern Virginia Community College Victim’s Rights Provisions - 2015
(For those who report sexual assault, dating/domestic violence or stalking)

Sexual misconduct is not tolerated at Northern Virginia Community College. Reports of sexual assault, dating/domestic violence, or stalking are taken seriously. It is important to NOVA that victims (complainants) are informed, protected, and respected. The complete Northern Virginia Community College Sexual Misconduct Policy is available online at http://www.nvcc.edu/students/handbook/_docs/sexual-misconduct-policy.pdf. More information about the College’s responsibilities under Title IX to address complaints of sexual violence can be found online at http://www.nvcc.edu/policies/nondiscrimination.html.

The following rights are afforded to any NOVA student, staff, or faculty member who experiences such an incident. It is NOVA’s hope that these rights will provide you with adequate information from which to choose your options.

1. **CONFIDENTIALITY.** Above all, confidentiality of victims must be protected. Identifying information of a victim will be protected as much as possible. This means that a victim’s name will not be published or otherwise publicized without her/his permission. When a person makes an official complaint to authorities, all possible protections will be afforded this individual, whether or not she/he participates in any investigation. When the College needs to act to protect the safety of others, absolute confidentiality may not be possible. For absolute confidentiality, contact NOVA Sexual Assault Services (see below for contact information).

2. **TIMELY WARNINGS.** Any timely warning that is broadcast through NOVA websites or emails for the safety of our community will not identify a victim by name.

3. **REPORTING OPTIONS.** It is your choice whether or not you decide to report your victimization. At NOVA, there are several offices to report an incident if you choose to do so. See list below. In an emergency, call 911
   - College Police – 703-764-5000 to report an incident that occurred on campus and begin a criminal investigation. This may also trigger the college’s administrative processes.
   - Local Police Department – 911 to report an incident that occurred off campus and begin a criminal investigation that may not involve college administrative processes.
   - Campus Dean of Students – Contact the Dean of Students at your own campus or center to report the incident and begin a Student Code of Conduct investigation.
   - Financial Aid – If your financial aid has been impacted due to victimization, contact NOVA SAS for such assistance.
   - Human Resources – 703-323-3110 to report an incident if the respondent is an employee and begin a staff or faculty investigation.
   - Sexual Assault Services – nova.sas@nvcc.edu or 703-338-0834 24 hour availability to access confidential support, advocacy and intervention for those affected by these issues.
   - Title IX Coordinator – Mr. Therman Coles – 703-323-3266 to report the incident, seek accommodations, and begin an administrative Title IX assessment
   - NOVACares – www.nvcc.edu/novacares to send an internet incident report and seek assistance from the College

4. **NO CONTACT or PROTECTIVE ORDERS.** The College will honor any protective order that you may have acquired through the local courts. Please bring a copy of such a court order to the College Police for their information and enforcement. In addition, a NOVA administrative no contact order may be created by the Dean of Students or Title IX Coordinator once the incident is reported to that office.
5. **PRESERVING PHYSICAL EVIDENCE.** It is extremely important to preserve all evidence of an assault. If you go to a hospital as a result of a penetrating sexual assault, you are entitled to a free evidence collection examination called a SANE exam. SANE stands for Sexual Assault Nurse Examiner. In Northern Virginia, the preferred hospital for such an exam is INOVA Fairfax, where they have specially trained nurses on call 24 hours a day for such purposes. INOVA Fairfax Hospital provides care to sexual assault victims no matter where in Northern Virginia the crime occurred. The nurse will collect the evidence and ask the police in the jurisdiction where the crime occurred to pick it up and store it for at least six months. The evidence will be in a box marked only with a number, not your name. You are not required to make an official police report for this evidence to be collected. If you later decide to make such a report, the hospital will give your name to the police and the evidence kit will be tested for possible use in a court case. For more information about how to preserve evidence, contact NOVA Police at 703-764-5000 or NOVA Sexual Assault Services at 703-338-0834.

6. **STUDENT CONDUCT PROCESS.** If you are a student and your perpetrator is also a student, then you may choose to report the incident (as the complainant) to your Dean of Students to begin a conduct process. This is not a court trial; you may or may not choose to contact the police to use this process. A hearing will be held on campus to determine whether the perpetrator is responsible for the act that you have reported. Sanctions for this process are confined to the College only and range from probation to expulsion, depending on the severity of the incident. For more details, see the current NOVA Code of Student Conduct at [http://www.nvcc.edu/students/handbook/conduct.html](http://www.nvcc.edu/students/handbook/conduct.html).

7. **HUMAN RESOURCES PROCESS.** If you are an employee, then you may choose to report the incident to NOVA Human Resources, specifically to the Director of Human Resources, Employee Relations Specialist or the designated HR Campus Consultant. Additionally, you may also choose to contact College Police to use this process or to begin a criminal investigation.

8. **REQUESTS FOR CHANGES.** You may request a change in academic setting (class or campus) or work assignment in order to be more clearly separated from the accused perpetrator. Such a request will be granted to the greatest extent possible. These requests should be made to the Campus Dean of Students or Title IX Coordinator (if you are a student) or the Director of Human Resources or Title IX Coordinator (if you are an employee). Requested changes will be made as soon as alternative arrangements can reasonably be made and regardless of whether you choose to pursue an investigation into your incident.

9. **FAIR AND IMPARTIAL INVESTIGATION AND RESOLUTION.** You can expect a fair and just process as your complaint is handled, either through the Dean of Students, Human Resources, or Title IX Coordinator. You can obtain more information about these processes by accessing the Student Handbook, Faculty Handbook or Classified Staff Handbook, which can all be found online at [www.nvcc.edu](http://www.nvcc.edu).

10. **RETALIATION CONCERNS.** Threats, intimidation, and any form of retaliation for bringing a complaint of sexual misconduct are prohibited by the Sexual Misconduct Policy as well as Federal law and may be grounds for disciplinary action. If any retaliation occurs, it is important to contact either the Campus Dean of Students, the College Police, the Title IX Coordinator, and/or Human Resources.

11. **COMMUNITY RESOURCES.** Since NOVA does not offer mental health counseling to students or employees, it is important to be aware of community resources that are both free and confidential. All offer 24 hour services. It is best to choose the service listed below that is closest either to your home or your campus. Every student or employee can use NOVA SAS, however, no matter where you live, work, or study.

- NOVA CC- Sexual Assault Services (SAS)– nova.sas@nvcc.edu or 703-338-0834
- ALEXANDRIA – Sexual Assault Center – 703-683-7273
- FAIRFAX COUNTY - Domestic and Sexual Violence Services (DSVS) – 703-360-7273
- PRINCE WILLIAM COUNTY – Sexual Assault Victims’ Advocacy Services (SAVAS) – 703-368-4141
- LOUDOUN COUNTY – Loudoun Abused Women’s Shelter (LAWS) – 703-777-6652
April 12-18, 2015 was National Public Safety Telecommunicators Week. Public Safety Telecommunicators serve as the first point of contact for law enforcement and fire and rescue agencies throughout the United States and the staff of the NOVA Police Department’s Communications Center is no exception; providing communications services between the College Police Department and Office of Emergency Management and Planning and those in need.

NOVA Police communications have come a long way in a short period of time. Prior to April 2010 radio system which was in place did not allow inter-campus communications. As a result there was little coordination between officers at different campuses, effectively resulting in six different police departments serving the college. Under the leadership of Lieutenant John Stastowski, or “Ski” as he is widely known a new system was designed which allowed for interoperability between NOVA’s six campuses. After completion of the new radio system, Ski was tasked with the creation and oversight of the College Police Communications Center.

NOVA’s police dispatchers began integrated dispatch services in October 2010 to all campuses on a limited basis Monday through Friday between 7:00 a.m. and 11:00 p.m. In November 2011, the College Police dispatchers began 24 hour a day seven day a week operations. On April 18, 2012, a single phone number, 703-764-5000 was established for the College Police Communications Center. This new number replaced the individual campus police office numbers and assisted in facilitating better record keeping and timely police response at all NOVA campuses. The current College Police Communications Center is a state of the art facility and is located at the Annandale Campus.

All NOVA police dispatchers attend state-mandated training at local police academies. Initial training consists of up to 80 hours of classroom instruction as well as practical evaluations and National Incident Management System (NIMS) training. Additionally, dispatchers receive 24 hours of training in order to become certified operators of the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) networks. Once initial training and certification is complete, dispatchers undergo extensive field training and must satisfactorily complete nearly 75 required performance objectives.

NOVA dispatchers are responsible for, but not limited to, the following:
- answering (up to) six incoming phone lines and one incident command phone line,
- monitoring up to 25 officers’ activities on multiple radio channels as well as via computer,
- entering calls into the Computer Aided Dispatch (CAD) system,
- making Command Staff and Office of Emergency Management and Planning notifications,
- receiving and dispatching calls for service received via the LiveSafe mobile safety app,
- assisting walk-up requests for assistance at Annandale,
- issuing NOVA Alerts,
- monitoring severe weather, compiling hourly weather conditions at all campuses during inclement weather, and relaying those conditions to appropriate college personnel,
- operating the agency’s VCIN Terminal,
- maintaining on-duty personnel rosters,
- receiving agency faxes,
- conducting background checks,
- monitoring the fire alarm panels for the Annandale Campus (which is located in the Communications Center),
- receiving and responding to panic alarms, and,
- routing after hours facilities requests.

These numerous responsibilities along with the inception of the new central dispatch telephone number significantly increased the volume of calls for service handled by College Police Dispatchers. During 2014, 47,161 telephone calls and 485 LiveSafe messages were handled which generated 17,001 calls for service. This equates to an astonishing 12,929 interactions per dispatcher!

The successful performance of the College’s academic mission depends upon a teaching environment that is safe and secure. The Police Communications Center staff are the unsung heroes of campus safety and security; their accomplishments and the successes of the Center directly support the College’s principal strategic goal.
The Office of Emergency Management and Safety congratulates Dr. Stewart Edwards (Annandale’s Assistant Dean of Business Management) for earning his Campus Community Emergency Response Team (C-CERT) Train-the-Trainer Certification from FEMA. This certification enables Dr. Edwards to train future NOVA C-CERT members and help them become better prepared for various emergencies.

The C-CERT program educates people about disaster preparedness that may affect their campus and community, and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using classroom training and experience from exercises, C-CERT members assist others following an emergency when professional responders are not immediately available to help.

Q: Why did you enroll in C-CERT?
A: I did this for myself, 3 years ago. I wanted to learn about emergency preparedness and actions I could take to prepare myself, my family at home, and on campus. Being resilient during emergencies is important so I wanted to learn what to do before an emergency happens.

Q: Why did you register for C-CERT Train-the-Trainer?
A: After completing NOVA’s C-CERT training, participating in C-CERT exercises, and attending CERT conferences, I saw potential for strengthening NOVA’s program. I am grateful to NOVA’s OEMS for approving my attendance at the 3-day Emergency Management Institute training. I can contribute to NOVA if I can help train future C-CERT members and teach people why emergency preparedness is so important. I strongly believe in the mission and widespread applicability of NOVA’s C-CERT program.

Q: Why do you recommend C-CERT to faculty and staff?
A: If nothing else, take C-CERT training for your personal knowledge. Since the College believes in this program, you may take it on “company time”, free of charge. The more of us who train, the better prepared we are as a team to serve NOVA and our communities in time of need.

Future C-CERT classes are being planned this year, so look for a future email announcement. If you have questions about the program or how to become involved, email OEM@nvcc.edu.

This month’s “Do 1 Thing” topic is: Work, School & Community

Find out how to make sure you and your loved ones are safe in a disaster, no matter where you are. Visit http://do1thing.com/things/may to complete this month’s small steps to be prepared.

If you haven’t completed “Do 1 Thing’s” small steps this year, you can still catch up! Visit http://do1thing.com or http://blogs.nvcc.edu/emergency/ to learn how.
Virginia’s Hurricane Preparedness

It’s smart to get ready for hurricane and flash flooding season, which arrives June 1st. And it’s smart to save money.

You can do both by shopping for such products as batteries, food storage containers, generators, first aid kits, bottled water, radios and more from May 25 - 31. When you do, you won’t pay sales tax on many useful products that cost up to $60 or on generators costing $1,000 or less.

New for 2015! Gas-powered chainsaws that cost $350 or less and chainsaw accessories that cost $60 or less are tax free. A complete list of exempt items is available at www.tax.virginia.gov/salestaxholiday.

Purchasing supplies is important, but it’s critical to make a family emergency plan. Protect your family now by visiting http://www.vaemergency.gov/readyvirginia/makeaplan.

NOVA Police Community Outreach Events and Training

NOVA Police Host VIN Etching Event

On April 17, 2015 at the Annandale Campus, NOVA Police partnered with Virginia State Police to deter vehicle thefts by offering free VIN etching to the NOVA community. This is the third year NOVA Police held this event, and this year we etched 60 vehicles in just 4 hours! The State Police told us NOVA doubled what Manassas City had done the day before. We hope to continue our partnership with the Virginia State Police and hold future events.
NOVA Police & Virginia State Police to Host Distracted Driving Awareness Demo

NOVA Police and Virginia State Police hosted a Distracted Driving Awareness Demo at all campuses from March 30, to April 07. This demo showed the dangers and potential deadly effects of distracted driving. Over 700 NOVA faculty, staff, and students participated in the demos, which will help to make our roads safer.