

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
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Institute Violence Prevention Policy

1. Purpose

Virginia Military Institute strives to provide a safe and secure environment for Institute employees, cadets, and visitors by establishing preventive measures, assessing and intervening as appropriate with potential threats, providing assistance and support to victims, and ensuring fair and impartial investigation and adjudication of allegations of violence. This policy specifically addresses the Institute's efforts on the prevention, reduction, and management of violence to provide a safe working and learning environment for our cadets, employees, and visitors at all Institute owned, controlled, or leased properties; including, but not limited to, barracks or any structure designed for cadet housing, academic buildings, administrative office buildings, support buildings, military training facilities, athletic facilities, dining facilities, parade ground, faculty and staff housing, green space, roadways, sidewalks, and parking lots and the Stonewall Jackson House, Davidson-Tucker House, Hinty Hall, New Market Battlefield and the Virginia Museum of the Civil War, McKethan Park, Lackey Park, Chessie Nature Trail, and property leased by VMI.

2. Policy

Virginia Military Institute does not tolerate acts of violence or threats committed by or against employees, cadets, contractual workers, volunteers, visitors, or other third parties on Institute owned, controlled, or leased properties, or while conducting Institute business at any location, including representing the Institute at conferences or off-site meetings or riding in Institute owned or leased vehicles.

It is intended that all useful management strategies be employed to identify, intervene and prevent incidents of violence on Post, and provide appropriate consequences to those who threaten or perpetrate violence. VMI managers, employees, and cadets are responsible for reporting perceived threats or risks of violence, and must not be subjected to any acts of retaliation for reporting concerns. VMI's Threat Assessment Team will assess and manage threats according to state guidance and best practices on threat assessment and management at institutions of higher education. VMI will use available resources such as the Employee Assistance Program, the Office of Cadet Counseling, law enforcement officials, community services boards, outside health care providers, the Commandant's Office, the Violence Prevention Committee, and applicable personnel and cadet programs and policies in responding to alleged acts of violence and threats.

VMI shall cooperate with law enforcement and prosecutors in accordance with federal and state law.

2.1 Applicability

This policy applies to the personal conduct of an employee while functioning in the course and scope of employment, whether on or off Post, and to any off-duty violent conduct that adversely impacts a VMI employee's ability to perform his or her assigned duties and responsibilities. This policy further applies to cadets, summer session cadets, volunteers, contracted service representatives, visitors and other third parties. Sexual misconduct, to include sexual assault, sexual exploitation, dating violence, domestic violence, and stalking occurring on or off Post will be governed by General Order 16 in addition to this policy.

2.2 Prohibited Conduct and Sanctions

Violence includes, but is not limited to, intimidation, threats, physical attack, domestic and dating violence, stalking, or property damage, and includes acts of violence committed by or against employees, cadets, contractual workers, volunteers, visitors, or other third parties on Institute owned, controlled, or leased properties, or while conducting Institute business at any location.

Prohibited conduct includes, but is not limited to, intentionally:

- Injuring another person physically;
- Engaging in verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Engaging in verbal or physical behavior that subjects an identifiable person to extreme emotional distress;
- Engaging in threatening or violent behavior based on race, ethnicity, gender, or other protected status;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm, and
- Retaliating against any individual who, in good faith, reports a violation of this policy.

Verbal behavior prohibited by this policy also includes electronic communication such as e-mail, comments posted on websites, and social media. See also, General Order 71, Use of Social Media.

Violation of this policy, including off-duty violent conduct by an employee, may result in disciplinary actions under the appropriate faculty, staff, and cadet policies, up to and including dismissal. Individuals who violate this policy may also be subject to arrest for violation of any applicable state criminal statute, and/or may be barred from Post.

2.3 Prohibition of Weapons

In accordance with 8 VAC 100-10-20, possession, carrying, or storage of any weapon by any person, except a police officer, is prohibited:

- (a) in all academic buildings, administrative office buildings, support buildings, military training facilities, athletic facilities, barracks or any structure designed for cadet housing, or dining facilities; or
- (b) while attending sporting, entertainment, or educational events.

For purposes of this policy, "weapons" are defined as (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, razor, slingshot, sprint stick, metal knuckles, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or (iv) any disc, of whatever configuration, having at least two points or pointed blades that is designed to be thrown or propelled and that may be known as throwing star or oriental dart.

Entry upon Institute property in violation of this prohibition is expressly forbidden. In addition to individuals authorized by Institute policy, VMI Police officers are lawfully in charge for the purposes of forbidding an individual from entry upon or remaining upon Institute property while possessing, carrying, or storing weapons in violation of this prohibition.

VMI cadets are prohibited from possessing, carrying or storing a weapon on any VMI property unless in accordance with the Cadet Weapons Policy. See Section 2.4, below and Appendix 1. Permitted use and storage of VMI issued weapons (rifles, bayonets, and sabers) by cadets will be governed by the Commandant's Office.

Employees who are occupants of VMI quarters may store rifles, shotguns, handguns, knives, bows and other legal weapons which they are lawfully permitted to possess in their quarters, pursuant to rules developed and approved by the Deputy Superintendent for Finance, Administration and Support.

Visitors who are staying overnight in VMI guest accommodations in Moody Hall or the VIP quarters are prohibited from possessing, carrying or storing any weapon in such guest accommodations, as a condition of overnight lodging in a VMI facility. Any weapons brought to post by visitors lodging overnight in a VMI facility shall be stored pursuant to rules developed and approved by the Deputy Superintendent for Finance, Administration and Support.

Cadets, employees and parties contracting with VMI for the provision of goods or services may not store weapons in a personal or contractor vehicle on VMI property. Visitors who may lawfully possess a weapon may store such weapon in a private vehicle if it is secured in a container or compartment in the vehicle. However, visitors are strongly encouraged to store any weapons brought on Post in accordance with rules developed and approved by the Director of Finance, Administration and Support.

Any such individual who is reported or discovered to possess a weapon on VMI property in violation of this policy will be asked to remove it immediately. Failure to comply may result in arrest, disciplinary action, referral to the Commandant's Office, or bar from post.

2.4 Authorized Exceptions to Prohibition on Possession of Weapons

An employee, cadet or approved student may possess a weapon in specified locations if it is:

- Used by a cadet, employee or approved student connected with weapon training/instruction at the North Post Baffled Range Facility;
- Used by an employee who is a certified law enforcement officer employed by the VMI Police Department;
- Required as part of an employee's job duties with the Commonwealth of Virginia or for cadet training or recreational purposes as approved by the Commandant;
- Used by an ROTC employee engaged in military training involving weapons.
- Individually authorized hunting or game reduction program expressly permitted by VMI officials.
- Used by an individual in connection with NCAA rifle teams

VMI Rifle Team weapons can be fired at both VMI Ranges and will be stored at the Kilbourne Indoor Range or the VMI Armory as required for maintenance and will not be transported to any other location on Post.

Rules for Corps Marksmanship Program (CMP), New Cadet Military Training (NCMT), the Skeet Club, other cadet club events using weapons, and shooting events sponsored by the Director of Marksmanship will be approved by the Commandant. The Commandant will ensure the rules for storage of these weapons in the Armory is consistent with the overall intent of this policy.

The Director of Marksmanship will ensure the rules for storage of weapons in the North Post Baffled Range Facility are consistent with the overall intent of this policy. Cadet and employee personally owned weapons are only authorized on the North Post Baffled Range Facility and will be stored at the range or removed from VMI property upon completion of the shooting event. All personally owned weapons will be transported to and from the North Post Baffled Range Facility via Jordan's Point entrance (Saunders Road); if that entry way is closed the most expeditious route to the Range Facility will be utilized and stops on Post are prohibited.

The transport and handling of all weapons, both VMI owned and personally owned, will be in accordance with the published Range Standard Operating Procedures (Range SOP).

VMI owned weapons may be stored only in the VMI Armory, North Post Range, the Kilbourne Hall Range and the VMI Police Department. The gun locker in the Guard Room will be used only for temporary (overnight) storage of Skeet Club shotguns.

Exceptions to this policy may be granted only by the Office of the Superintendent. Requests for exceptions must be in writing. A request should include:

- a description of the event that requires the exception

- a detailed description of the number and types of weapons that will be on the VMI Post
- the duration (from and to dates and times)
- a list of individuals who will have weapons, or in the case of a non-employee event (for example a historical reenactment), the individuals responsible for the event and the VMI point of contact

2.5 Violence Prevention and Threat Assessment

As part of a larger and Institute-wide commitment to a safe Post and workplace environment, VMI is committed to the development of preventative measures, including educational programming, behavioral health resources for cadets and employees, ongoing dialogue and assessment of Violence Prevention Strategies through the Violence Prevention Committee, and assessment and management of threats according to national and regional best practices by the Threat Assessment Team. The Violence Prevention Committee also serves as a forum for the Partnership Council, established by the Memorandum of Understanding between the US Army Cadet Command and VMI, to develop strategies to prevent sexual harassment and sexual assault.

The Deputy Superintendent for Finance, Administration and Support will chair the Violence Prevention Committee and the Threat Assessment Team. The mission, responsibilities, and membership of the Violence Prevention Committee and Threat Assessment Team are outlined in General Order 22, Workplace Violence Prevention Committee and Threat Assessment Team.

2.6 Identifying and Reporting Risks

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, cadets, customers, and strangers. Employees and cadets shall place safety as their highest concern, and shall report immediately all acts of violence and threatening or aberrant behavior that may represent a physical threat to the VMI community. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the VMI community and in accordance with federal and state laws and regulations. Retaliation against employees or cadets who report threatening or aberrant behavior or acts of violence in good faith is prohibited. Any retaliation against an employee shall be reported to the Inspector General or Human Resources Office, as appropriate. Retaliation against cadets shall be reported to the Commandant's Office. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

See Appendix 2, "Workplace Violence/Hostility: Employee Guidelines and Procedures," for guidelines on general security practices and coping with threatening or violent individuals.

2.7 Responsibilities

It is the responsibility of every administrator, faculty member, staff member, and cadet to take any threat or violent act seriously and to report acts of violence or threatening or aberrant behavior that may represent a physical threat to the community to the appropriate authorities as set forth in this policy. Department heads and supervisors are responsible for communicating

this policy to all employees under their supervision, ensuring that facilities are as safe as feasible and that all employees are aware of how to report potential threats.

The VMI Police Department will coordinate all VMI action in case of a violent incident on Post and investigate threats or incidents of violence in accordance with applicable emergency action plans. Only the VMI Police or other law enforcement agencies should attempt to apprehend an alleged offender.

The Human Resources Office will coordinate employee-related preventive measures, including coordinating employee training and communications programs, conducting criminal background checks in accordance with VMI policy, advising employees and managers, and coordinating with other VMI and community resources to support victims of violence.

The Office of Cadet Counseling will coordinate cadet-related preventive measures including training for professionals and cadets through educational programming.

The Institute Planning Office will develop and coordinate VMI's emergency response plan, advise departments on the development of unit plans, and provide templates to support the development of departmental plans.

3. Procedures

3.1 Reporting Incidents

A threat which individuals are required to report pursuant to this policy includes expression of intent to cause physical harm to one's self or to others. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out, and without regard to whether the expression is contingent, conditional, or future

Faculty and staff employed by VMI are required to report threats and any other non-verbal aberrant behavior that may pose a physical threat to the VMI community to the VMI Police or a member of the Threat Assessment Team. Other concerns about violence or potential violence can be reported to the employee's immediate supervisor or the Human Resource Office, in addition to the VMI Police or Threat Assessment Team. Mental health service providers employed by VMI or as independent contractors shall report threats in accordance with Virginia Code § 54.1-2400.1

Cadets are required to report any threats and any other non-verbal aberrant behavior that may pose a physical threat to the VMI community to the VMI Police, a member of the Threat Assessment Team, or a member of the Commandant's staff.

All reports of conduct that may constitute sexual misconduct, including sexual assault, sexual exploitation, domestic violence, dating violence, or stalking, should also be made to the Inspector General/Title IX Coordinator in accordance with General Order 16.

3.2 Support for Victims of Violence

VMI shall make efforts to provide a workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Every effort will be made to protect the confidentiality and safety of anyone who reports a potential violation of this regulation or otherwise raises concerns about a threat or act of violence. All reports will be handled in as confidential manner as possible, with information released only on a need-to-know basis or as required by law. Victims may also need special accommodations or adjustments to work or class schedule, location or working conditions in order to enhance their safety. VMI shall accommodate these requests and needs whenever possible and appropriate. VMI shall provide interim measures to individuals involved in an incident of sexual misconduct in accordance with General Order 16.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E

OPR: FAS

Appendix 1

Cadet Weapons Policy -- Extract from VMI Regulations Part III

CHAPTER 5 – Weapons

SUMMARY

- **Cadets will keep positive control over VMI issued weapons at all times**
- **Cadets are not authorized to bring personal weapons to VMI, with the exception of the Skeet Club**
- **Skeet Club members allowed to bring weapons to VMI must follow authorized storage procedures as described in the Skeet Club permit**
- **Lost or stolen weapons must be reported immediately to the proper authorities**

1. VMI ISSUED WEAPON

- a. Cadets are responsible for the security, accountability and maintenance of their assigned M-14 rifle and bayonet at all times.
- b. If assigned an M16A2 rifle (1.a.) applies.
- c. VMI issued weapons (M-14s, M-16s, bayonets, etc.) are property of the U.S. Federal Government and must be secured, safeguarded and maintained at all times; loss of a weapon, including any major parts/components, is a serious offense/incident and must be reported immediately to the cadet chain of command, VMI guard room, VMI arms room and Commandant's office (OC/TAC). In the event a VMI weapon is found on post, the responsible individual should safely secure the weapon and transport to the guard room for accountability and security.
- d. A lost or stolen firearm is a serious offense. A lost or stolen firearm will be grounds for a penalty ranging from Federal/State prosecution and/or a VMI penalty of dismissal to a number five (5).
- e. Loss of a bayonet is a serious offense and must be reported through the cadet chain of command to the Battalion Operations and Training Sergeants or any Commandant's staff member.
- f. Bayonets are only drawn from scabbards for cleaning and maintenance or as directed at parades and formations.
- g. Cadets must:
 - (1) Not bang rifles on the ground or stoop.
 - (2) Keep weapons on Post at all times unless participating in an approved VMI activity.
 - (3) Turn in issued weapons to the armory when directed.
 - (4) Inform the armory when a weapon has been damaged.
 - (5) Cadets must inform their company master sergeants when rifles and or bayonets have been turned into the arms room for damage repairs for proper accountability.
 - (6) Cadets will immediately report a lost, found, or stolen firearm to a Commandant staff official, officer in charge, and to the guard room.

2. PRIVATELY OWNED WEAPONS

- a. Cadets are prohibited from possessing, carrying or storing a weapon on any VMI property unless IAW General Order 25, Section 2.4. For the purposes of this regulation, all cadet parking areas, to include any off Post, are considered "VMI property".
- b. The registration, storage and handling of personally owned weapons belonging to the Trap and Skeet Club or VMI Rifle Team are as described in the team permit and approved by the Commandant.

- c. Cadet personally owned weapons may be authorized for specific training or shooting events in the North Post baffled range facility and will be stored at the range or removed from VMI property upon completion of the event.

3. VIOLATION OF WEAPONS POLICY

Cadets found to be in violation of the weapons policy are subject to a penalty ranging from Federal/State prosecution and/or a VMI penalty of dismissal to a number five (5), Federal and State prosecution; or VMI dismissal to a number 5.

4. Battalion Operation and Training Sergeant is the point of contact for this chapter.

Appendix 2

Workplace Violence/Hostility: Employee Guidelines and Procedures

While VMI endeavors to provide employees with a safe and secure workplace, VMI recognizes that crime and violence sometimes can spill over into the workplace. We are providing you with these guidelines so you can be better prepared to handle violent and threatening situations. This document summarizes actions you should and should not take to deal with threatening or violent situations. Taking a few moments to familiarize yourself with these guidelines is an important part of being prepared for workplace emergencies.

General Security Practices

- Never hesitate to call the police if confronted with a potentially violent situation. It is better to have called the police unnecessarily than not to have the police available when a threatening situation turns violent.
- Never attempt to physically restrain or physically remove a threatening or violent individual by yourself. Doing so puts you in danger and leaves you and VMI vulnerable to possible lawsuits.
- **Always report violent, threatening, or harassing behavior to your supervisor and the VMI Police. Alert your supervisor or the VMI Police to the presence of strangers in your work area or the presence of any suspicious packages.**
- In the event of armed robbery, comply with the robber's demands, including demands for VMI money or property.
- VMI employees who have a protective order or restraining order which covers them at work should notify their supervisor and provide a copy of the order to the VMI Police Department

Guidelines for Violent Incident Response

The potential for violent incidents in the workplace is an unfortunate reality. As these incidents generally occur without warning, every member of the VMI community should always be prepared. Workplace violence may include physical assaults, active shooters, terrorism and more.

All members of the VMI Police Department are trained in nationally recognized rapid intervention tactics to respond to and neutralize immediate threats to life and safety. The following recommendations will help you take appropriate actions to protect yourself and will assist law enforcement in their response. No matter what happens, try to remain calm. Your behavior will influence those around you.

Remember **Run, Hide, Fight**. Run should always be your first goal. If that is not possible, hide in a secure location. Fighting should be your last resort, only if escaping and hiding are not possible

Run

- **Have an escape route and plan in mind.**
 - Listen to try and judge where sounds of violence are coming from.
 - Consider escape through windows or access panels.
- **Go quickly and quietly.**
 - Leave your belongings behind.
 - Silence your cell phone.
 - Call 911 after you are safe.
- **Commit to your plan.**
 - Evacuate regardless of whether others agree to follow.
 - Help others escape, if possible.
 - Do not attempt to move wounded people
- **Keep your hands visible.**
- **Follow the instructions of any police officers you encounter.**
- **Prevent others from entering an area where the assailant may be.**

Hide

- **Securing the immediate area:**
 - Lock or barricade the door, if you can. Use whatever is available – desks, tables, file cabinets, other furniture, books, etc.
 - If there are no items available to barricade the door, lie flat on the floor with your feet against the door and use your body weight as a barricade.
 - After securing the door, stay behind solid objects away from the door as much as possible.
 - If the assailant enters your room and then leaves, lock or barricade the door behind them to prevent them from returning.
 - If safe to do so, allow others to seek refuge with you.
- **Un-securing the Area:**
 - The assailant may not stop until his objectives have been met or until they are neutralized by law enforcement.
 - Always consider the risk of opening the door for any reason.

- Attempts to rescue people only should be made if it can be done without further endangering the persons already inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise try to convince you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- **Protective Actions.**
 - Close blinds.
 - Block windows.
 - Turn off lights.
 - Turn off radios and computer monitors.
 - Silence cell phones.
 - Place signs in exterior windows to identify your location and the location of injured persons.
 - Keep people calm and quiet.
 - After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
- **Open Areas:**
 - If you find yourself in an open area, immediately seek protection.
 - Put something between you and the assailant.
 - If in doubt, find the safest area available and secure it the best way that you can.
- **Call 911.** Be prepared to provide the 911 operator with as much information as possible in a calm clear manner, such as the following:
 - What is happening.
 - Where you are located, including building name and room number.
 - Number of people at your specific location.
 - Injuries, if any, including the number of injured and types of injuries.
 - Your name and other information as requested.
 - Specific location and direction of the assailant.
 - Number of assailants.
 - Gender, race, and age of the assailant.
 - Language or commands used by the assailant.
 - Clothing color and style.

- Physical features – e.g., height, weight, facial hair, glasses.
- Type of weapons – e.g., handgun, rifle, shotgun, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know their name?
- What exactly did you hear – e.g., explosions, gunshots, etc.
- **Treat the Injured.** EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:
 - For bleeding apply pressure and elevate. You can use many items to do this, such as clothing, paper towels, feminine hygiene products, newspapers, etc.
 - Reassure others that help will arrive – try to stay quiet and calm.

Fight

- **When the shooter is at close range and you cannot flee or hide:**
 - Your chance of survival is much greater if you try to incapacitate him/her.
 - This should be a last resort when your life is in imminent danger.
 - Consider using items such as chairs, lamps or fire extinguishers as weapons.
 - Your goal is to protect yourself and create an opportunity for escape.

When Law Enforcement Responds

- **Officers' first goal is to stop the assailant and prevent further casualties.**
 - The first officers to arrive will not stop to treat the injured or evacuate anyone.
 - Officers may be wearing uniforms, be in plain clothes with badges displayed, or in tactical uniforms, including bullet proof vests and helmets. There may be officers from several jurisdictions, all in different uniforms.
 - Officers may point weapons at you, shout commands or push you to the ground or towards the direction of escape. Comply with their commands.
 - Stay where you are and keep your area secured until instructed to do otherwise.
 - Do not attempt to detain the officers or ask questions.
 - It may take some time for you to be evacuated. Be patient. Your safety is the officers' first priority.
 - When being evacuated, follow directions exactly.

- Once you are evacuated, you may be taken to a holding area to be identified, treated for injuries or interviewed. This is important for safety and accountability. Remain there until told that you can leave.
- **Officers must consider the possibility that the assailant(s) are posing as victims to avoid detection or ambush them.**
 - Remain calm and follow instructions
 - Put down any items in your hands (i.e., bags, jackets)
 - Keep hands visible at all times. Raise hands and spread fingers.
 - You may be searched.
 - Avoid quick movements toward officers, such as holding on to them for safety.
 - Avoid pointing, screaming or yelling.