

**Union Presbyterian Seminary
2023 Annual Security and Fire Safety Report**



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2023 Annual Security and Fire Safety Report- Introductory Message

Dear Seminary Community,

Your safety and security are extremely important to us at Union Presbyterian Seminary (“UPSem”). The Seminary has very little crime, but the potential for it exists. This Annual Security and Fire Safety Report provides important information on our campus safety policies and programs, crime statistics, fire safety and prevention, and more. Providing a safe and welcoming campus environment for the Seminary community is paramount, as is ensuring fair and equitable treatment for all students, faculty, staff, and visitors.

We encourage everyone in the Seminary Community to actively participate in keeping our campus safe. This report contains information as to how to report suspicious activity and crimes.

The information provided in the following pages is completed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and demonstrates our ongoing dedication to transparency. If you have any questions or would like to share feedback, please contact VP for Finance & Administration, Jennifer Britton at jennifer.britton@upsem.edu.

Information for this report is compiled from various Seminary departments and individuals (particularly Facilities, VP for Community Life and Dean of Students, VP for Finance & Administration, VP & Dean of Students and Charlotte Campus and Charlotte Office Manager, as well as sources outside the Seminary, including the City of Richmond and Charlotte-Mecklenburg Police Departments. The document is prepared by the VP for Finance & Administration. Each year the report is emailed to all members of the Seminary community. In addition, the report can be found on our website.

I. Crime Reporting and Timely Warnings: Policies and Procedures

A. Policy for Reporting the Annual Disclosure of Crime Statistics

Pursuant to Public Law 101-542, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Union Presbyterian Seminary is required to collect and report, on an annual basis, certain information related to campus security matters, including crime statistics and various campus security policies. This report was prepared in cooperation with local law enforcement (City of Richmond and Charlotte-Mecklenburg Police Departments). Campus crime, arrest, and referral statistics in this report include those reported to the designated Seminary officials (including but not limited to the Vice President for Finance and Administration, VP for Community Life and Dean of Students and VP & Dean of Students and Charlotte Campus) and the local Police Departments. Each year, an annual e-mail is made to all faculty, staff, and enrolled students. This report is also posted on the Seminary's website. Upon request, printed copies of this report are available from the VP for Finance & Administration. All prospective students and employees may also request a copy of this report from the VP for Finance & Administration.

B. How to Report a Crime or Emergency

The Seminary encourages the accurate and prompt reporting of all crimes to the Seminary and to the appropriate law enforcement agencies:

Richmond Campus:

Richmond Police

(911) for emergencies

(311) or (804-646-5100) for non-emergencies

Security - contracted through RMC Events (804-499-8577) from 5 pm to 12 am

Vice President of Finance and Administration (804-278-4235)

Facilities Office (804-278-4218) from 8 am to 4:30 pm

After Hours Assistant (804-317-7555) from 4:30 pm to 8 am

Charlotte Campus:

Charlotte-Mecklenburg Police Department

(911) for emergencies

(311) for non-emergency crime reporting

Vice President of Administration & Dean of Students Charlotte Campus (980-636-1669)

C. Policy on Reporting of Criminal Offenses

All incidents of alleged criminal offense on Seminary property, including the following, are to be reported both to the local Police Departments and the Seminary's Vice President for Finance and Administration.

Clery Crime Classification Criminal Offenses:

- **Murder/non-negligent manslaughter** is defined as the willful killing of one human being by another.
- **Manslaughter by negligence** is defined as the killing of another person through gross negligence. Count one offense per victim.
- **Sexual Assault (Sex Offenses)**. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes attempted Sexual Assaults. The four types of sexual are:
 - **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in Virginia is 18 and North Carolina is 16.
- **Robbery** is the taking or attempted to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm
- **Burglary** is the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.
- **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Reports of the above and other alleged criminal offenses made to the Seminary Vice President for Finance and Administration will be monitored and followed up on by the appropriate administrative office. A statistical record will be kept, and an annual report shall be made to the Department of Education. All alleged criminal offenses on campus reported to the Seminary administration will be reported (if they have not been previously reported) to the local police departments.

D. Policy on Voluntary Confidential Reporting

Seminary employees cannot report the crime for the victim but, upon request, will coordinate and assist with the process. Often, municipal police departments will only take a report from the victim. If deemed necessary, municipal police may investigate and potentially work with seminary employees.

The Seminary acknowledges that there may be instances when, in the official capacity of their role on campus, a pastoral or professional counselor becomes aware of a campus crime because of a confidential disclosure by a client. In these situations, the counselor must inform the client of appropriate procedures and options to report the crime to local law enforcement as well as the VP for Finance & Administration.

If you are the victim of a crime and do not want to pursue action within the Seminary or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Seminary can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Violations of the student and employee codes of conduct and/or illegal acts may be reported confidentially in the various ways listed below.

Anyone with a concern about any wrongdoing involving UPSem or members of the Seminary community should contact their supervisor or the Seminary's Chief Compliance Officer, the Vice President for Finance and Administration, Jennifer Britton, Watts Hall, (804) 278-4235, jennifer.britton@upsem.edu. However, if a complainant is uncomfortable using one of these resources, then one may report a concern to the Seminary President [Jacqueline Lapsley, Watts Hall, (804) 278-4207, jacqueline.lapsley@upsem.edu] or the Seminary's Whistleblower email with the Chair of the Audit Committee for the Board of Trustees (upsemauditchair@gmail.com).

II. Campus Security, Security Awareness, and Crime Prevention

A. Policies Concerning Security of and Access to Campus Facilities

Union Presbyterian Seminary seeks to provide a safe and secure campus for its students, employees, and guests. The Vice President of Finance and Administration administers the campus security program of the Seminary. Campus security is a shared responsibility of the entire campus community; students and employees should be aware that they are responsible for their own safety and the safety of others.

The Seminary is private property and is only open to students, faculty, staff, guests, and those with business at the Seminary. The campus is physically open to people coming on campus and there is a significant amount of pedestrian traffic by members of the general public through the campus on a daily basis. During the evening, Seminary security patrols the grounds and its buildings in order to deter and/or detect intruders. While known trespassers are escorted off campus by Seminary security and/or arrested by local police, it is virtually impossible to limit access only to individuals who have a right to be on campus. All persons entering campus are expected to abide by current Seminary policies and procedures.

Seminary offices are generally open from 8:30 am to 5 pm, Monday through Friday for the Richmond campus and Tuesday through Saturday for the Charlotte campus. Except for Watts Hall and Smith Morton Library on the Richmond campus, access to Seminary facilities is by key or keycard/key code or by admittance by Seminary staff. Watts Hall is generally open to the public from 8 am to 5 pm. Smith Morton Library has open hours, including some on Saturdays, determined by the library staff and can fluctuate throughout the year. Seminary residence halls are always locked and accessible by card access. Residence Halls can be accessed by those students residing in them 24 hours a day. During non-business hours, access to Seminary facilities is by key or keycard/key code. The Charlotte campus is locked but can be accessed by using the intercom outside the center doors and the classroom hallway door.

Facilities personnel maintain and check the buildings and grounds regularly with a concern for safety and security. When broken windows, locks, or lights are reported by seminary security or discovered by maintenance staff during daily rounds, they are reported immediately to facilities. These reports are responded to quickly, and the needed repairs or replacements are made to maintain a high level of safety and security for the campus. Periodic inspections are made of all campus lighting, trees and shrubbery, and recommendations are made for improved safety measures.

B. Policy Concerning Campus Law Enforcement

The Seminary does *not* maintain a campus police force or security department. Criminal incidents are referred to the City of Richmond or Charlotte-Mecklenburg Police Department who have jurisdiction on the campus. The Seminary cooperates with the local police department in its criminal investigations. The Seminary currently does *not* have written agreements or memoranda of understanding with these agencies.

The Richmond Campus is patrolled by both vehicle and foot through RMC Events to provide additional security on this campus. They are on campus to monitor, report suspicious activity, and walk through buildings to ensure they are locked. If needed, they will contact the Richmond Police. In addition, they are available to escort people to and from buildings, including being present for those entering and exiting evening classes and events.

C. Policy Statement Concerning Counselors

Pastoral and professional counselors who receive confidential reports of crime are not required to report these crimes to UPSem for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning.

Union Presbyterian Seminary encourages anyone who may be acting in the capacity of a Pastoral Counselor or Professional Counselor to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The definition of Pastoral and Professional Counselor is:

Pastoral Counselor: A person who is associated with a religious order or denomination is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Certain other UPSem departments whose members include campus security authorities may also accept anonymous reports of a crime from a victim. The Clery Act, however, requires these departments to report the crime to UPSem. This reporting allows UPSem to maintain accurate records on the number of incidents that take place; determine if there is a pattern of crime regarding a particular location, method, or assailant; and alert the campus community of an ongoing threat if needed.

D. Policy on Almsgiving and Persons Soliciting Money or Assistance

Living, studying, and working in the midst of a large urban area, you will likely be confronted by people asking for money or other material assistance. If you are approached by someone asking for help, please, for the safety and security of all within our community:

- With the exception of blessing bags on the Richmond campus, please do not give out food, clothing, or money directly. Instead, please consider giving assistance through the work of one of the following outreach ministries. Please see the below link for outreach ministries in the Richmond and Charlotte area:

<https://irp.cdn-website.com/5f4255d0/files/uploaded/Street%20Sheet%20-%20Greater%20RVA.pdf>

<https://www.roofabove.org/>

By choosing to work with ministries and organizations such as these who have the special facilities, training and resources to provide assistance to people in need, you will have an opportunity to form meaningful relationships with people from all walks of life, become more familiar with the challenges of life on the streets, and learn how to provide the types of assistance that will be most helpful.

- If you are comfortable, feel free to direct anyone asking you for assistance, to dial 2-1-1 at the nearest public phone or on their mobile phone. This service connects people with appropriate social services. This is a program of the VA and NC Health and Human Services Commission and the United Way.
- Do not assume you are qualified to counsel them. Attempts to offer unqualified counsel may do more harm than good.
- Do not invite strangers into your living quarters or other Seminary facilities or facilitate their access on campus in any way. Doing so violates the private space of your neighbors without their consent, in ways you cannot completely control.

If you encounter or observe anyone who causes you to feel threatened or uncomfortable or who appears to be trespassing, call **9-1-1** immediately. Once you have called the police, please notify the Seminary, depending on your location, by contacting one of the various individuals listed in the beginning of this report.

If you are not in immediate danger and you encounter or observe anyone who does not belong on campus, please notify the Seminary, depending on your location, by contacting one of the various individuals listed in the beginning of this report. Seminary personnel may take action including calling police and pursuing trespassing charges when necessary.

E. Security Awareness and Crime prevention

Everyone is encouraged to take responsibility for their personal security and that of others.

At the beginning of the fall term each school year, new and returning students are given a briefing on campus security matters. New employees are likewise informed about campus security.

Practical measures shared with students and employees include:

- Keeping all residence hall/apartment doors and first floor windows locked at all times. Doors found unlocked will be locked by RMC and/or facilities staff.
- Avoiding leaving personal property unsecured or unattended in public areas by properly securing articles such as bicycles, laptops, etc.
- All employees, residents and guests are urged to lock vehicles and keep valuables out of sight.
- Offices should be locked when seminary personnel are not present.
- Photo identification cards are issued to Students, Faculty and Staff on the Richmond Campus and should be used to access secure work and living spaces.
- Notifying Seminary personnel immediately if someone is behaving suspiciously, of any fire safety hazards, or of the need to repair emergency equipment.
- At all times fully participating in fire and emergency evacuation drills and noting the location of all available emergency exits.
- Abiding by regulations for the use and the closing times of the library and all other Seminary facilities.
- Doors should not be propped open. Please close doors that may have been propped open by others.
- Being familiar with the Union Presbyterian Seminary Emergency Operations Guidelines.
- Reporting any unusual behavior or circumstances immediately.
- Security alerts, security/safety tips through Community Announcements, and “timely warnings” (see below) are distributed by e-mail to the campus community by the Facilities Manager, the VP for Finance and Administration or Vice President of Administration & Dean of Students Charlotte Campus.
- Can reach out to Richmond Security between 5 pm and 12 am to request escort to one’s vehicle.
- Regular inspection of buildings for safety compliance is performed by the Maintenance Staff or outside vendors.
- Testing and maintenance of all fire prevention equipment and alarms by the Maintenance Staff or outside vendors.
- All Seminary employees are screened for previous criminal convictions at the time of hiring and students are screened during the admissions process.

F. Timely Warnings and Emergency Notification System

Union Presbyterian Seminary must provide timely warnings about Clery Crimes which pose a serious or ongoing threat to the campus community. This is determined by one (or more) of the President's Executive Staff (ESP) or identified employees by the ESP for issuing a Timely Warning. Timely Warnings will be issued in a manner likely to reach the entire campus community or may be specific to a particular campus. Currently the Seminary uses the Connect emergency notification system (see below) and may implore other means of communication as appropriate. Anyone with information warranting a timely warning should report the circumstances to the Vice President of Finance and Administration (804-278-4235, jennifer.britton@upsem.edu) or Vice President of Administration & Dean of Students Charlotte Campus (980-636-1669, lisa.mclennan@upsem.edu).

Connect Emergency Notification System by Finalsity (formerly Blackboard)

Currently, Union Presbyterian Seminary uses the Connect emergency notification system to enable faculty, students, staff, and other interested parties to receive urgent news. This is an opt-in service for additional phone numbers or emails. Automatically faculty, staff, and student UPSEM emails are added to the Connect system.

This notification system will only be used to communicate important information in the event of an emergency situation posing an immediate threat to the campus community (such as an active shooter situation, flood warning or tornado) or campus closures (such as ice, snow or power failure). At least once a year, the system will be tested. This notification system will not be used for general campus announcements or events.

Members of the campus community must contact Human Resources (employees or other interested parties) or the Registrar (Students) in order to enroll or update their information in this system to be thereafter notified by other another email, text and/or phone call of an emergency.

If you have any questions, send an email to jennifer.britton@upsem.edu.

G. Policy Regarding Weapons on Campus

The possession or use of firearms (other than by an authorized law enforcement representative) is strictly prohibited on any property or buildings owned or used by Union Presbyterian Seminary.

This policy applies whether or not the person possessing the firearm has a valid permit to carry it. Any firearms found on Seminary property or in Seminary vehicles are subject to immediate confiscation and the owner is subject to disciplinary action.

H. Off-Campus Student Organizations

Union Presbyterian Seminary does not have any non-campus officially recognized student locations and thus has no policy concerning the monitoring and recording of criminal activities at such organizations.

I. Dating Violence, Domestic Violence Sexual Assault and Stalking

Union Presbyterian Seminary has adopted a Title IX Sexual Misconduct Policy and procedure. Below is a summary of definitions, some from this policy and/or related to the Clery Act that pertain to Dating Violence, Domestic Violence, Sexual Assault and Stalking. The entire policy is posted on our website at:

<https://www.upsem.edu/wp-content/uploads/2023/09/Sexual-Misconduct-Policy-Procedures.pdf>

Union Presbyterian Seminary prohibits dating violence, domestic violence, sexual assault, and stalking, in any manner under the Clery act as well as any State and Local law. This policy applies to all Seminary employees, students, family members, visitors, vendors, and any other individuals who participate in the Seminary’s programs or activities or who are otherwise on campus. It applies at all times, and in all places, to those with any connection to the Seminary. At all times, the Seminary, in its sole discretion, may amend or revise this policy, and the practices and procedures included herein, as it deems appropriate.

If you are a victim of any form of sexual misconduct at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. UPSem encourages all students and employees to immediately report incidents of sexual misconduct. The Director of Student Services and the Title IX Coordinator are available as resources for support, and to aid with policies and procedures. To assure that victim confidentially is protected and needed services are provided, victims should be referred to the following resources:

- Director of Student Services- Richmond.....804 278-4232
- Director of Student Services- Charlotte.....980-636-1672
- Title IX Coordinator.....804 278-4252
- Richmond Police Department.....911 (non-emergency 804 646-5100)
- Charlotte-Mecklenburg Police Department911

Definitions

Sexual Assault without Consent – The following definitions also apply to instances where the victim is incapable of giving consent because of the victim’s age or because of the victim’s temporary or permanent mental or physical incapacity. These include: 1) rape (except statutory rape), defined as the carnal knowledge of a person, without the consent of the victim; 2) sodomy, defined as oral or anal sexual intercourse with another person, without the consent of the victim; 3) sexual assault with an object, defined as to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim; and 4) fondling, defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim.

Sexual Assault (Clery Act Definition) – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes: (1) rape, defined as penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of a person of any gender. Attempts or assaults to commit rape, per this definition, are also included; (2) fondling, defined as touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim; (3) incest, defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and (4) statutory rape, defined as sexual intercourse with a person who is under the age of consent (18 years old).

Dating Violence – Violence, because of sex, committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence – Felony or misdemeanor crimes of violence committed, because of sex, by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated as a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of North Carolina and the Commonwealth of Virginia.

Stalking – Engaging in a course of conduct, because of sex, directed at a specific person that would cause a reasonable person to experience either: (1) fear for one’s safety or the safety of others; or (2) suffer substantial emotional distress.

Consent – Consent is clear, knowing, and voluntary. Consent is active, not passive; silence, in and of itself, cannot be interpreted as consent. Consent to any one form of sexual activity, a previous relationship, and/or prior consent does not imply consent to any other form or instance of sexual activity.

Reporting

There are seminary procedures available to all students and employees reporting instances of sexual misconduct, designed to provide prompt, fair, and impartial investigation, and resolution processes. Individuals who have received training on the issues related to sexual misconduct cases (including domestic violence, dating violence, sexual assault, and stalking) will conduct investigations. The procedures also address interim measures that can include, but not be limited to, changes in academic and living situations and no-contact directives.

The respondent and the complainant involved in alleged student sexual misconduct cases are entitled to be accompanied to disciplinary proceedings by a hearing advisor and/or advisor of choice specified under the above-referenced procedures. The student respondent and the complainant are also entitled to prompt notification of the outcome of these proceedings as specified in the procedures, including written notice of the decision, the appeal process, any change to the decision, and when the decision becomes final. The seminary may impose sanctions ranging from a warning to dismissal from the institution for individuals found in violation of sexual misconduct policies and/or laws. The standard used in determining a violation of the Seminary's sexual misconduct policy (including cases of domestic, dating violence, sexual assault, or stalking) will be the "preponderance of evidence" standard.

Union Presbyterian Seminary prohibits retaliation against individuals who file a complaint or who participate in the complaint process. Retaliation is regarded as a basis for a separate complaint and can lead to further review and disciplinary action.

Prevention and Support

Beginning with first-year orientation and continuing throughout each academic year, the Community Life Office and Title IX Coordinator will discuss issues relative to sexual misconduct awareness and prevention, as well as reporting and response options. Focus shall include definitions, promotion of healthy relationships, safe options for bystander intervention, risk awareness and risk reduction, and the relationship between alcohol and sexual assault.

Training efforts for new and existing employees will highlight prevention and awareness relative to the Title IX, reporting of offenses, understanding of due process, and seminary expectations for staff and students. There will be additional training sessions for all responsible Title IX employees (those required to report sexual misconduct), and all seminary faculty and staff who handle complaints of sexual misconduct. There are numerous educational resources online designed to promote positive and healthy behaviors and relationships and to educate the campus community.

J. Policy on Required Disclosures of Disciplinary Proceedings for Crimes of Violence or Non-Forcible Sex offenses

As required under the Higher Education Opportunity Act (20 USA 1001 Part G SEC 493 (a)), Union Presbyterian Seminary will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Union Presbyterian Seminary against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this policy.

K. Missing Student Notification

In the event that a resident student is reported missing, the Dean of Students office will conduct an investigation to determine relevant facts. If the investigator determines that the student may in fact be missing for more than 24 hours, the seminary will notify campus security and the City of Richmond Police Department.

The City or Richmond Police Department will make a "missing persons" determination based on evidence. If it appears that a subject of such a report has not returned to campus, the school will attempt to reach the emergency contact in accordance with the student's designation.

L. Policies on Illegal Drugs and Alcohol

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Union Presbyterian Seminary is committed to promoting an environment that supports the wellness and positive self-development of its members and allows everyone in the community to study and work unhampered by the problems and risks associated with the abuse of alcohol and illegal use of drugs (e.g. loss of muscle control, headaches, increased likelihood of accidents, impaired judgement, personality disorders, addiction and death). The Seminary expects all members of the community to demonstrate conduct and ethics consistent with preparation and formation for professional ministry.

Union Presbyterian Seminary prohibits the unlawful possession, use or distribution of illicit drugs by students and employees on Seminary property, including the campus grounds, buildings, and residences, or during any Seminary authorized or sponsored activity. Any such illegal conduct by a student should be reported to the Academic Dean of Union Presbyterian Seminary or Vice President of Administration & Dean of Students Charlotte Campus. Any such conduct by an employee should be reported to the Vice President for Finance and Administration.

Alcohol Beverage Policy

The Seminary considers the use of alcoholic beverages in moderate amounts to be a matter of responsible personal choice. The possession and consumption of alcoholic beverages on the campuses of Union Presbyterian Seminary or seminary-related events is regulated by the statutes of the Commonwealth of Virginia, State of North Carolina, and Seminary Policy.

- Alcohol may be served, but not sold, at Seminary sponsored or approved events. State laws explicitly forbid the sale of alcoholic beverages unless the seller holds a liquor license. The Seminary does not hold such a license for social functions on campus. No alcoholic beverages may be sold anywhere on campus.
- (When the service of alcoholic beverages is authorized as provided in #1 above, non-alcoholic beverages must be served.
- In no event may alcoholic beverages be served to or consumed by persons under the age of 21.
- The possession or consumption of alcoholic beverages in the privacy of Richmond on-campus residences is neither condoned nor prohibited by Union Presbyterian Seminary. Such activity is deemed the sole responsibility of the resident. If a student does consume alcoholic beverages, they are expected to maintain maturity and moderation in the private use of their seminary residence hall or apartment.

When evidence exists violations have occurred, the persons involved will be subject to Seminary disciplinary sanctions as well as any sanctions that may be imposed by local law enforcement agencies.

Seminary Sanctions

Consistent with local, state, and federal law, Union Presbyterian Seminary will impose appropriate sanctions against students or employees violating the institution's policy against unlawful possession, use or distribution of drugs or alcohol on Seminary property or as a part of Union Presbyterian Seminary activities. Such sanctions may include reprimand, suspension, expulsion in the case of students, or termination in the case of employees. In addition, Union Presbyterian Seminary may refer suspected violations to civil authorities for investigation and possible prosecution.

Legal Sanctions

Virginia's alcoholic beverage laws are misdemeanors subject to fines of up to \$2,500, a jail term of up to twelve months, and possible loss of driver's license. Violations of Virginia's drug control laws constitute misdemeanors or felonies, depending upon the nature of the offense involved, and can result in imprisonment of up to ten years and fines of up to \$2,500.

In North Carolina, the Department of Crime Control and Public Safety has statewide jurisdiction. Failure to comply with alcoholic beverage laws and regulations can result in criminal charges and conviction, heavy fines, and even termination of employment.

Class 1-misdemeanor fines begin at \$250, ranging to \$1,000 with 150 hours community service. North Carolina's drug control laws constitute misdemeanors and various forms of felony. Depending upon the nature of the offense, violations are punishable by fines, probation and possibly prison time.

More information about current federal, state laws, and local ordinances concerning alcohol and controlled dangerous substances are available online with the various state and federal agencies. Federal drug tracking penalties are found at <https://www.justice.gov/usao-nh/frequently-used-federal-drug-statutes>.

Notice on Federal Student Financial Aid Penalties for Drug Law Violations

As prescribed in Section 484(r) of the Higher Education Act, a student who, during a period of enrollment for which the student was receiving any federal grant, loan or work assistance, is convicted of any offense under any federal or state law involving the possession or sale of controlled substances shall not be eligible to receive any additional grant, loan or work assistance for a certain period of time starting with the date of conviction. The length of time will vary depending on the offense.

M. Alcohol and Substance Abuse Information

Health Risks

Medical research has shown that the abuse and misuse of drugs and alcohol can lead to severe and/or chronic physical, social, and emotional impairment. In addition, the abuse and misuse of drugs and alcohol is inconsistent with the mission of Union Presbyterian Seminary and preparation for ministry.

Treatment and Rehabilitation Programs

Counseling and treatment for substance abuse, by qualified practitioners, may be covered by the health insurance plans of Union Presbyterian Seminary, the Presbyterian Church (USA), and other companies. Coverage may vary from company to company. Consult your policy for limits and restrictions before seeking professional help. If you believe that you have a substance abuse problem, you are encouraged to seek treatment. In the event that your treatment will affect your study or work at the Seminary, you are encouraged to discuss your treatment with your supervisor, the Academic Dean of Union Presbyterian Seminary, Vice President & Dean of Students Charlotte Campus or the Vice President for Finance and Administration.

Union Presbyterian Seminary in its concern for growth, equipment and maturation of students provides limited fund to subsidize the cost of services of therapists and counselors, including those providing substance abuse counseling, treatment, and prevention.

N. Registered Sex Offenders

The Seminary is required by law to provide you with information about how to obtain the addresses of register sex offenders in the area. A current listing of registered sex offenders residing in the community may be viewed at the following websites:

Richmond <https://www.vspso.com/Search>

Charlotte <https://sexoffender.ncsbi.gov/>

III. Campus Crime Statistics

The Crime Awareness and Campus Security Act requires that the Seminary report on a calendar year basis the following statistics regarding certain specific crimes on campus that occur on campus, within campus housing, on public property within or immediately adjacent to the campus, and in any non-campus buildings or property that the Seminary institution owns or controls. These statistics are based on crimes that have been reported to the Seminary, including all reported alleged criminal incidents. The following information is also available on-line through the Department of Education's website. In addition, please be aware that the precise categories and definitions of crimes that the Seminary is required to track, and report are determined by the Department of Education and please see their website for further information. For public property, UPSem follows the Clery Act guidelines of "sidewalk – street – sidewalk" when evaluating reported crimes for inclusion in this section of the annual report.

Please see the end of this report for maps of our campuses.

A. Reported Crimes on Campus and in Student Housing

Richmond Campus statistics are designated by (R); Charlotte Campus by (C).

REPORTED CRIMINAL OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NONNEGLIGENT MANSLAUGHTER	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
SEX OFFENSE – FORCIBLE	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
SEX OFFENSE – NON-FORCIBLE	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ROBBERY	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
AGGRAVATED ASSAULT	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
BURGLARY	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
MOTOR VEHICLE THEFT	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ARSON	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ARRESTS FOR WEAPONS CARRYING, POSSESSING, ETC.	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	1(R)
DISCIPLINARY REFERRALS FOR WEAPONS CARRYING, POSSESSING, ETC.	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ARRESTS FOR DRUG ABUSE VIOLATIONS	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
DISCIPLINARY REFERRALS FOR DRUG ABUSE VIOLATIONS	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ARRESTS FOR LIQUOR LAW VIOLATIONS	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
DISCIPLINARY REFERRALS FOR LIQUOR LAW VIOLATIONS	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

B. Hate Crimes, Disciplinary Actions, Domestic & Dating Violence and Stalking:

There were no instances of “hate crimes” on campus or on “public property” in any of the above categories for the past three years. There were no reported instances of hate crimes related to larceny-theft, simple assault, intimidation, or destruction/damage/ vandalism of property for the past three years. There were no arrests or referrals for disciplinary action for illegal weapons possession, drug law violations or liquor law violations on campus for the past three years.

There was no reported incidence of dating violence, harassment or stalking in the past three years.

IV. Emergency Response and Evacuation Procedures

The Seminary's VP for Finance and Administration Office is responsible for notifying faculty, staff, and students of emergency situations (e.g., inclement weather, building evacuations, campus closures, etc.). The Seminary employs a wide variety of tools to make sure everyone on campus is informed during an emergency event—including the Seminary's website, e-mail communication, alerts to a cell phone and printed materials. The Seminary may use all of these means to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The seminary will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate communication procedures above, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Vice President for Finance and Administration (or someone designated in the absence of the Vice President) will immediately consult with the President about the situation, gather all the facts available, and determine that there is a significant emergency. The Vice President will, in light of the specific facts and circumstances of the situation, determine whom to notify, determine the content of the notification, and initiate the notification process. Other members of the ESP will be consulted, as necessary.

In addition to the above, the Seminary will communicate with local emergency management and law enforcement agencies as quickly as possible concerning any emergency as appropriate to the particular situation.

For more information concerning the Seminary's emergency procedures, please reference the Seminary's Emergency Response Guidelines available in the Business Office. In addition, there are printed copies in various locations on both campuses, posted on the website, and annually this document is sent to the Seminary community.

V. Annual Fire Safety Report

As an institution that maintains on-campus housing facilities, the Seminary is required by law to collect and report fire statistics: the number of fires and the cause of each fire, the number of deaths related to the fire, the number of injuries related to the fire that resulted in treatment at a medical facility, and the value of property damage related to the fire. Union Presbyterian Seminary only has residential facilities on its Richmond Campus. There are three buildings on the Richmond Campus; Richmond Hall, Melrose Apartments and Moore Hall that provide residential housing to our students. ***There were no reported fires in any residential facilities in 2021, 2022 or 2023.*** There is no information required for the Charlotte campus since there is no on-campus housing. Even though no reporting requirements, Charlotte did not have any reported fires on its campus in the past three years.

Fires on Richmond Campus, Union Presbyterian Seminary	2021	2022	2023
Fires at Student Housing	0	0	0
Fires at Other Campus Facilities	0	0	0
Causes of Fire	0	0	0
Fire-Related Deaths	0	0	0
Fire-Related Injuries that Required Medical Treatment	0	0	0
Value of Property Damage Caused by Fire			

Fire Safety

Union Presbyterian Seminary takes its commitment to fire safety very seriously. UPSem uses an outside vendor quarterly to review our systems, and will consult with the local municipal fire departments, when needed. At the beginning of the fall term each school year, new and returning students are briefed on campus fire safety policy and evacuation procedures. Employees are also informed about pull-station locations, evacuation routes, and extinguishment systems.

Below is a table of fire safety systems by residential building.

Richmond Student Housing Facilities	Sprinklered	Smoke Detectors	Central Alarm
Richmond Hall	Yes	Electric/Battery	Central, 2 lines
Moore Hall Dormitory	Yes	Battery	Central, 2 lines
Melrose Apartments	No	Battery	Central, 2 lines

The fire alarm systems for Richmond and Moore Hall have detection devices are connected to a remote monitoring service. If one of the detection devices is triggered, the system will automatically notify the monitoring service who will immediately contact the fire department. These systems also have audible horns/speakers and strobe lights that will warn residents when activated. Melrose apartments have stand-alone smoke detectors, carbon dioxide and natural gas detectors.

Fire alarms alert community members to potential hazards and community members are required to heed their warning and evacuate the buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. Elevators should not be used for an exit after being alerted by a fire alarm. The elevators in most buildings will automatically stop on the nearest floor with an exit when fire alarms are initiated.

There is at least one fire drill in all on-campus buildings, including residential buildings.

Supervised fire drills on Richmond Campus	2021	2022	2023
Student Housing	2	2	2
Other Campus Facilities	1	2	1

Policies regarding fire safety can be found in various places, including residential housing leases, Student and/or Employee Handbook and Seminary’s Emergency Response Guidelines.

- Prevent fires by recognizing and avoiding hazards.
- No explosives or flammable liquids should be kept in your unit or elsewhere in the building.
- Use of candles, halogen lamps, and open element heating appliances is strongly discouraged. Any candles used should never be left unattended.
- Never store items in the water heater closet.
- Avoid accumulating trash.
- Smoking is permitted in designated areas only on campus.
- Know the location of fire extinguishers and how to use them. Fire extinguishers are installed in every apartment and are inspected annually.

Emergency Response

Richmond City Fire Department and Charlotte Fire Department have primary responsibility for managing fire emergencies and must be notified immediately by calling the 911 dispatcher. Occupants should become familiar with locations of fire alarms, extinguishers, and emergency exits. Wall maps with device locations are posted in all buildings.

In the case of a fire, call 9-1-1 first and then notify the Seminary as soon as possible afterward.

After fires are contained by either Richmond or Charlotte Fire Department (911) known incidents should be reported to:

Facilities Office, 1313 Westwood Avenue, Richmond, VA (804-278-4218)
Vice President for Finance & Administration, Richmond, VA (804) 278-4235
Vice President of Administration & Dean of Students Charlotte (980) 636-1669

All confirmed reports will be entered into the Union Presbyterian Seminary Fire Log, for public record. In Charlotte, fires should also be reported to the Vice President & Dean of Students Charlotte Campus (980-636-1700).

For more information concerning the Seminary's emergency procedures, including those involving fires, please reference the Seminary's Emergency Response Guidelines available in the Business Office. In addition, there are printed copies in various locations on both campuses, posted on the website, and annually this document is sent to the Seminary community.

Plans for Future Improvement in Fire Safety

It is the policy of Union Presbyterian Seminary to upgrade alarm panels and fire-suppression sprinkler systems whenever campus buildings are renovated. As capital funds become available, the Seminary has plans for fire safety improvements in the future. Among the long-term projects contemplated are providing fire detection and suppression systems in facilities that do not already have and updating existing systems.

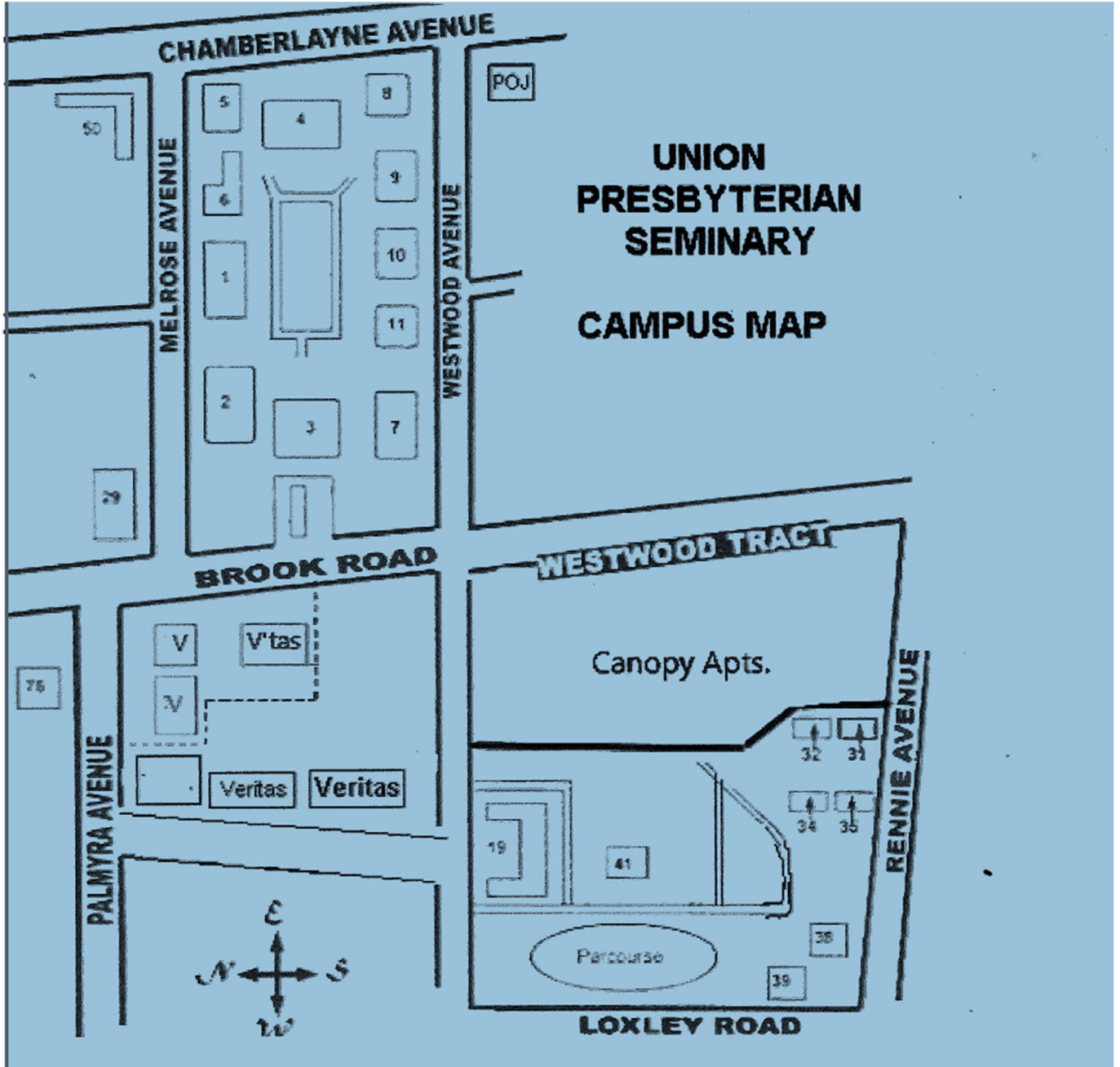
For More Information or Copies of this Report:

For more information, or to obtain a written copy of this report, please contact the Vice President for Finance and Administration, Jennifer Britton, 804-278-4235, jennifer.britton@upsem.edu or come to the Business Office located in the Watts Hall Building, 3401 Brook Road, Richmond, VA 23227.

VI. Campus map information

- Overview of entire Richmond Campus Properties and related nearby roads
- Richmond On-Campus Main Quadrangle with description of buildings
- Charlotte Building and related nearby roads
- Picture of Charlotte Building

Overview of Richmond Campus

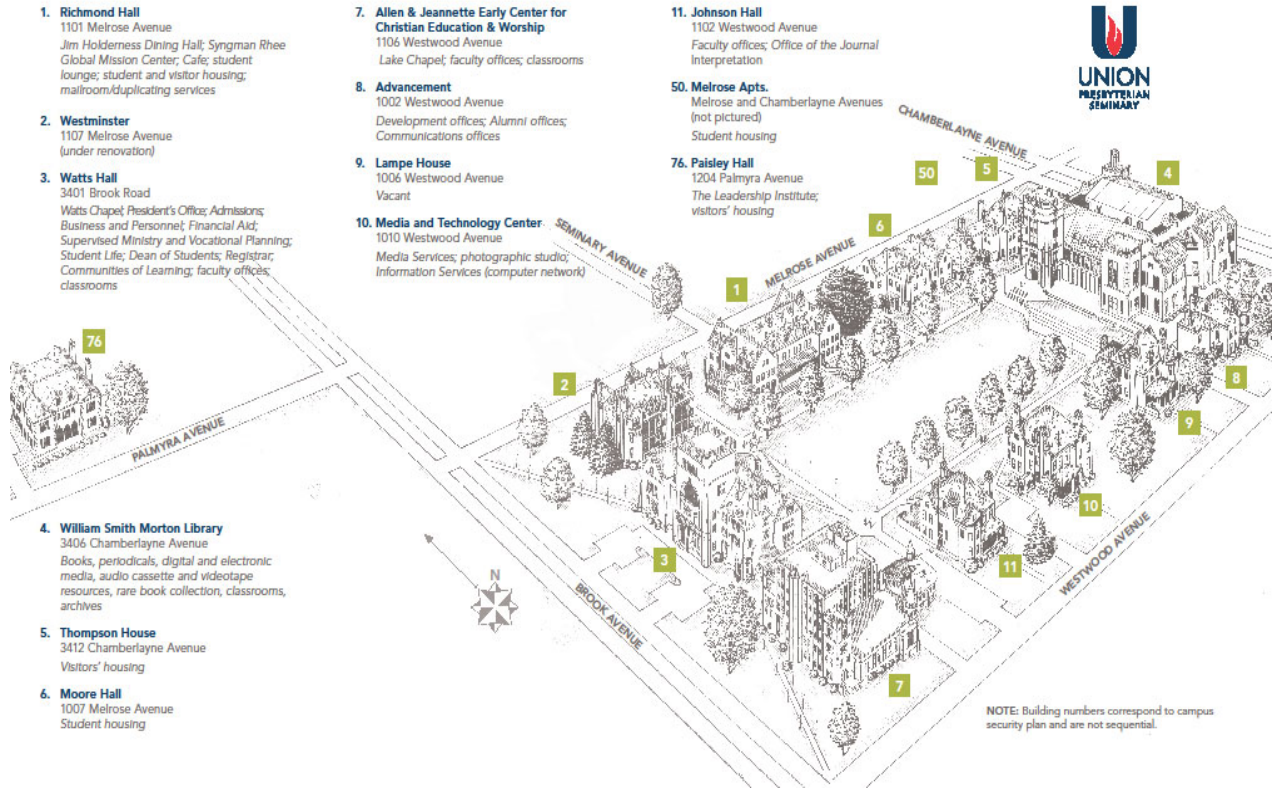


Note only buildings referenced with numbers are owned by Union Presbyterian Seminary. Parcourse represents the Labyrinth and fitness track.

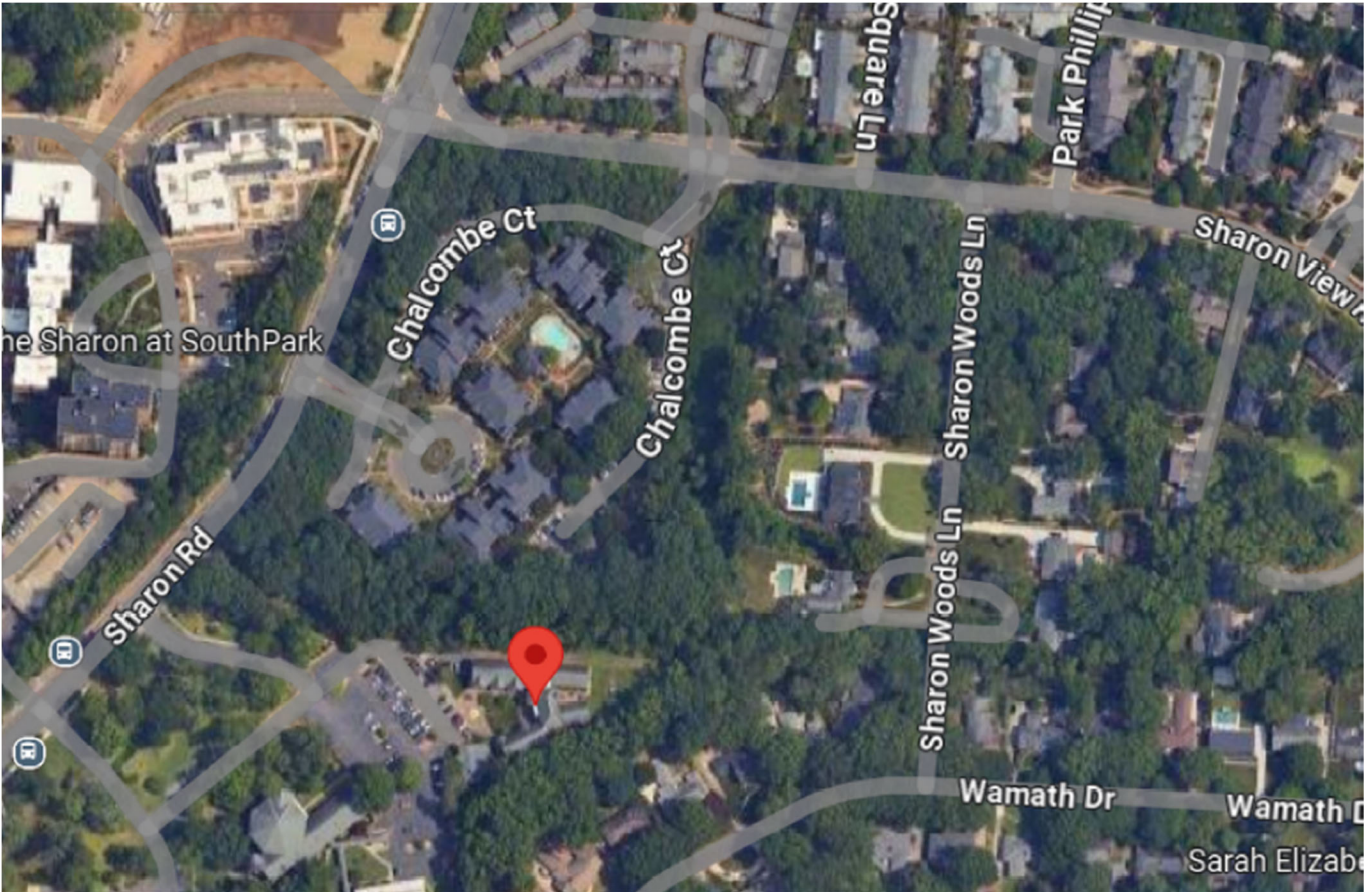
Legend to Map on page 19:

- 1 Richmond Hall 1101 Melrose Ave
- 2 Westminster 1107 Melrose Ave
- 3 Watts Hall 3401 Brook Rd
- 4 William Smith Morton Library 3406 Chamberlayne Ave
- 5 Thompson House 3412 Chamberlayne Ave
- 6 Moore Hall 1007 Melrose Ave
- 7 Early Center 1106 Westwood Ave
- 8 Advancement 1002 Westwood Ave
- 9 Lampe House (vacant) 1006 Westwood Ave
- 10 Media Technology Center 1010 Westwood Ave
- 11 Johnson Hall 1102 Westwood Ave
- 19 Rice Apartments (vacant) 1301-11 Westwood Ave
- 29 Residence 3501 Brook Rd
- 31 Residence 1216 Rennie Ave
- 32 Residence 1218 Rennie Ave
- 34 Residence 1222 Rennie Ave
- 35 Residence 1224 Rennie Ave
- 38 Residence 1230 Rennie Ave
- 39 Residence 3305 Loxley Rd
- 41 Physical Plant 1313 Westwood Ave
- 50 Melrose Apartments 1000-1016 Melrose Ave
- 51 Melrose Apartments 3500 Chamberlayne Ave
- 76 Paisley Hall 1204 Palmyra Ave

Richmond Campus Main Quadrangle



Charlotte Campus



Picture of Charlotte Building

