

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

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

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 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 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 Deputy Superintendent for Finance and Support.

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); and
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 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 must place safety as their highest concern and must 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 also, General Order 90, Retaliation Policy.

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 Director of Emergency Management 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 will accommodate these requests and needs whenever possible and appropriate. VMI will provide interim measures to individuals involved in an incident of sexual misconduct in accordance with General Order 16.

FOR THE SUPERINTENDENT:

John M. Young
Colonel, Virginia Militia
Chief of Staff

OPR: F&S

Appendix 1

Cadet Weapons Policy -- Extract from VMI Regulations Part III Blue Book

CHAPTER 31 – Weapons

1. VMI ISSUED WEAPON

a. Cadets are responsible for the security, accountability and maintenance of their assigned M-14 rifle and bayonet, or any other issued weapon, at all times.

b. VMI issued weapons (M-4s, AR-15, 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).

c. Cadets are prohibited from possessing M-14 firing pins or separate M-14 functional bolt assemblies containing firing pins. Further, cadets are prohibited from making government issued firearms operational.

d. 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.

e. 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).

f. 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.

g. Bayonets are only drawn from scabbards for cleaning and maintenance or as directed at parades and formation.

h. 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.

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b. Military Training. The Commandant also directs formal rifle inspections for the Corps as part of military training. Guard Mount, in-ranks formal and informal rifle inspections are scheduled to ensure cleanliness and serviceable of government issued weapons to the Corps of Cadets.

5. VIOLATION OF WEAPONS POLICY

Cadets found to be in violation of the weapons policy are subject to a penalty ranging from

Appendix 2

Workplace

Run

Have an escape route and plan in mind.

- Listen to try and judge from where sounds of violence are coming.
- Consider escaping 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.

- Once you are evacuated, you may be taken to a holding area to be identified, treated for injuries,