

POLICIES AND ENFORCEMENT

Expectations for Confronting Residents

Policy Implementation Guidelines

- Alcohol p. 3
- Drug Policy p. 4
- Facilities, Appropriate Use of p. 5
 - Bicycles
 - Damage
 - Furniture Misappropriation
 - Guests & Visitation
 - Pets
 - Trash
- Facility Safety p. 7
 - Door Propping
 - Keys, Card Access and Access
 - Projectiles
 - Windows, Balconies, Roofs
- Fire Safety p. 9
 - Fire Alarms
 - Obstruction of Evacuation Routes
 - Prohibited Possessions
 - Decoration Policy
 - Smoking
- Gambling p. 12
- Noise and Community Disruptions p. 13
- Solicitation p. 14
- Vandalism p. 15
- Weapons p. 16
- General Guidelines p. 17

EXPECTATIONS FOR CONFRONTING RESIDENTS

- Always identify yourself as a Resident Staff member.
- Always ask permission to enter a resident's room.
- State what brought the room to your attention, and be specific when identifying any policy violations you see.
- If you do not know an individual, ask for their name or UVA ID. If the individual is not a UVA student, ask to speak to their host.
- Do not touch residents or their property (such as stereos, fridges, etc.) without permission.
- Remain calm and keep your voice low and steady.
- Be assertive, but not aggressive or threatening.
- Do not apologize when addressing a policy violation. You are addressing their behavior which failed meet the expectations of the community. In apologizing, you are undermining the policy's existence and your role in upholding it. You are not getting them in trouble; they made choices which put them in the current situation.
- Pay attention to possible medical emergencies, especially if residents have been drinking. Prioritize your responses accordingly.
- Gain control of a rowdy situation by asking room owner(s) to step outside of the room with you to discuss situation.
- Mind your own safety. If you do not feel comfortable approaching a situation, contact another staff member to accompany you. Call the police as needed.
- The police are an appropriate back-up for you when managing residents who are not cooperative in more serious situations. Do not threaten to call the police unless you are willing to follow through.
- Do not attempt to debate or reason with intoxicated individuals. After you have deescalated the situation, let them know you will return the next day to have the VSOC signed and leave the room.
- When residents sign the VSOC, inform residents that the Senior Staffer/Area Coordinator will follow up with them.
- Remember that any confrontation should remain confidential from other residents.

Alcohol

Objective: To maintain the educational environment of the university in the residence halls within the parameters of state law and exercise responsible decision-making and behavior.

Policy:

1. Alcohol Virginia State laws concerning the purchase, possession, consumption, sale and storage of alcoholic beverages include the following; (1) Any sale of an alcoholic beverage requires a license from the Virginia Alcoholic Beverage Control (ABC) Board; (2) Alcoholic beverages are not to be given, sold or served to persons under 21 years of age; (3) Alcoholic beverages are not to be given, sold or served to persons who are intoxicated; (4) State law prohibits: drinking in unlicensed public places; possession of an alcoholic beverage by a person under 21 years of age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is under 21 years of age. (Source: The Undergraduate Record.)
2. Events, whether planned or spontaneous, involving the possession/distribution/ consumption of alcoholic beverages are prohibited in and around the first-year residence halls. (Source: The Undergraduate Record.)
3. Members of the University community living in University property and their invited guests who are lawfully permitted to purchase, possess and use alcohol may do so in the residence or on any immediately adjacent area devoted to residential use; they should not do so, however, in public places or in any area on University property devoted to common use. The presence of underage family members, employees or guests does not preclude the serving of alcohol in a residence that is University property, provided an appropriate of-age family member and/or host is willing to assume the legal responsibility for insuring compliance with state and federal law and University policy. (Source: The Undergraduate Record.)
4. Possession of kegs, pony kegs, or beer balls is prohibited in residence facilities that are University property. (Source: The Undergraduate Record.)

Procedures:

1. **Conversation & Initial Action:** When a resident is found to
 - a.) be underage and in possession of alcohol, or;
 - b.) be in possession of an open container outside of their private space, or;
 - c.) be in possession of a common source (keg, etc.) of alcohol, then;all alcohol should be poured out (including kegs) by the resident in the presence of a Staff member.
2. **Documentation:** Fill out an Incident Report (IR) and write a VSOC for the student(s) in violation and/or the host of the event (see Guests). The names of all of the persons present during the violation and whether they were consuming alcohol should be noted.
3. **Talk About It:** The Senior Staff member will meet with the resident(s) to follow-up on the violation. If the resident has previous violations and/or the resident failed to comply and/or was belligerent with the staff member addressing the situation, the Area Coordinator or area Dean will instead meet with the resident.

NOTE: Staff should **not** open refrigerator doors, closets, etc. in search of alcohol without the permission from the residents. Staff should **not** confiscate alcohol. If alcohol is found, residents should be asked to dispose of the alcohol immediately.

Drug Policy

Objective: To maintain a safe, educational environment in the residence halls within the parameters of state law.

Policy:

1. Unauthorized manufacture, distribution and possession of "controlled substances" (illegal drugs), including marijuana, cocaine, and LSD, are prohibited by both state and federal law and are punishable by severe penalties. (Source: The Undergraduate Record.)

Procedure:

If a Staff member suspects that a resident is in possession of or is currently using illegal drugs:

1. **Conversation & Initial Action:** The Staff member **should not** approach the resident(s) or the room.
2. **Engage the Support Network:** The Staff member should **contact the police** immediately, provide necessary information to the police and wait for them to arrive to assist them as they request.
3. **Documentation:** Fill out an Incident Report (IR). Based on the individual situation (determined by the police and AC), the Staff member may be asked to fill out a VSOC.
4. **Talk About It:** The AC, area Dean or Dean on Call will meet with the resident to follow-up on the violation.

Facility, Appropriate Use

Objective: To maintain a safe living environment that supports the educational mission of the institution.

- To allow for proper storage of **bicycles** that allows for their use without interfering with fire safety, general safety or the maintenance of building facilities.
- To foster respect for the physical environment of the residence halls, its upkeep and minimization of **damage**, and encourage student ownership and pride in their surroundings.
- To ensure that University purchased furniture remains in designated areas to be used for its intended purpose. Lounge **furniture** is intended to be used by the entire community. Moving it to private rooms prohibits community use and may cause damage. Moved furniture disrupts inventory count and could result in group billing.
- To ensure a student's right to privacy in his or her own room and to encourage students to take responsibility for the actions of their **guests**. Living spaces are designed to accommodate a limited number of people and having a guest stay for an extended period of time places an unnecessary burden on the facilities and those living in the community.
- To protect the general health and safety of the residence hall residents due to **pet**-related allergies, pest/flea control, cruelty to animals and care of facilities.
- To maintain a healthy living environment in which residents take responsibility for their **trash**.

Policies:

1. **Bicycles:** Riding bicycles in residence halls, stairs, etc. or parking of bicycles in access and entrance ways. This includes storage in stairwells, lounges, corridors, bathrooms, or any other areas in the residences except one's own room. (Source: Terms and Conditions, item 26.) It is also important that bicycles not be locked to railings constructed for persons with disabilities or locked to trees, bushes, or crowd control chains/fences in order to avoid damage to the Grounds. (Source: The Undergraduate Record.)
2. **Damage:** You will be responsible for any damage or defacement that may occur to your assigned residence, except for normal wear and tear. The work orders you submit will serve as a source of reference. The University will assess charges for damages to rooms to the occupants. If individual responsibility for damage or defacement in common areas (bathrooms, lounges or corridors, etc.) cannot be determined, the University will distribute the charge equally to all residents of the facility. (Source: Terms and Conditions, item 21.)
3. **Furniture Misappropriation:** All University-owned furniture must remain in its assigned space. (Source: Terms and Conditions, item 18.)
4. **Guests:** Residents are responsible for the behavior of their guests, and their compliance with all University policies. You must have your roommate's consent to invite a guest into your room. The presence of the guest must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommate. Overnight guests may not remain longer than three consecutive nights. (Source: Terms and Conditions, item 24.)
5. **Visitation:** In the first-year living areas, the visitation hours for the first two weeks are 11:00am to 12:00 midnight, Monday through Thursday, and Friday 11:00am to Sunday midnight. At the end of the two-week period, all first-year living areas will vote ... to determine the visitation hours for the area. (Source: The Undergraduate Record.)
6. **Pets: Prohibited possessions:** pets (except fish). (Source: Terms and Conditions, item 25.)
7. **Trash:** The University arranges for refuse pick-up and grounds maintenance services. You must dispose of refuse in proper containers. (Source: Terms and Conditions, item 19.)

NOTE: Furniture is assigned to the apartments in Copeley, Dillard, Faulkner, Gooch, and Lambeth and not to individual rooms.

Procedures:

1. **Conversation & Action:** If a Staff member observes of a violation of these policies, the staff member should address the students and ask them to take corrective action within a reasonable time frame. Staff members should follow-up to confirm that the appropriate corrective action has been taken.
2. Fill out a 'Work Order Request' on the Housing web site to document any **damage** with any additional relevant information.
3. **Engage the Support Network:** RAs should consult with their supervisors to determine when to move to documentation/referral.
4. **Documentation:** Fill out an IR and VSOC if the facilities issue becomes a pattern or the incident is serious.
5. **Talk About It:** If a VSOC was written, the Senior Staff member will meet with the resident(s) to follow-up on the violation. If the resident has previous violations and/or the resident failed to comply and/or was belligerent with the staff member addressing the situation, the Area Coordinator or area Dean will instead meet with the resident.

Facility Safety

Objective: To maintain a safe living environment that supports the educational mission of the institution.

- Locks on both exterior and interior doors of the residence halls are a critical line of defense for a student's belongings and personal welfare. Loaning out **keys and access cards, propping doors/tampering with locks** and allowing unescorted guests into the facility undermine this protection for the entire community.
- **Projectiles** have the potential to cause injury and damage.
- Removing **window** screens damages University property, creates potential entry points for unauthorized persons, and allows access for insects and pests. Pavilion **balconies** are designated for Pavilion residents and their invited guests. **Roofs** are not designed nor equipped for untrained personnel and accessing a roof by climbing an exterior façade is dangerous.

Policies:

1. **Door Propping: Prohibited Activities.** The following activities are not permitted in the Residence Area: k. altering or tampering with ... security systems including but not limited to ... door lock systems. (Terms and Conditions, item 26.) **Security.** You are personally responsible for abiding by the security policies pertaining to residential facilities. See the Safety section of the Student Housing Handbook and Calendar. (Terms and Conditions, item 9.) **Safety.** Don't prop the doors to the residence hall. (Student Housing Handbook and Calendar, pg. 18.)
2. **Keys, Access Cards and Access:** [Keys and access cards] are the property of the University. It is against Virginia law to have duplicate keys made.... You must report lost keys and access cards promptly to the Housing Cashier's Office to arrange replacement... Keys and access cards are non-transferable. (Source: Terms and Conditions, item 23.) This license allows you and your guests to use the space assigned. Only you and your guests may use common areas, including hallways, lounges, etc., in accordance with University rules and regulations governing such areas. (Housing Terms and Conditions, item 2.)
3. **Projectiles: Prohibited Conduct:** Conduct which intentionally or recklessly threatens the health or safety of any person on University-owned or leased property, at a University sanctioned function, at the permanent or temporary local residence of a University student, faculty member, employee or visitor, or in the City of Charlottesville or Albemarle County. (Source: Standards of Conduct, 2.) **Prohibited Activities:** (a.) Water bombs or water fights, (b.) snowball throwing, (g.) athletic games or activities within the building. (Source: Terms and Conditions, item 26.)
4. **Windows, Balconies and Roofs: Prohibited Conduct:** Unauthorized entry into or occupation of University facilities which are locked, closed to student activities or otherwise restricted as to use. (Source: Standards of Conduct, 3.) **Prohibited Activities:** Removal of window screens. (Source: Terms and Conditions, item 26.)

Procedures:

1. **Conversation & Action:** If a Staff member observes of a violation of these policies, the staff member should address the students and ask them to take corrective action immediately (i.e. unprop the door, return the keys, safely get off the roof, stop throwing a projectile) and wait to verify that the action has ceased. The staff member should clarify the policy and the rationale.
2. If a screen was removed from a **window**, the staff member should fill out an online work order to have it properly secured.

3. **Engage the Support Network:** RAs should consult with their supervisors to determine when to move to documentation/referral.
4. **Documentation:** Fill out an IR and VSOC if the facilities issue becomes a pattern or the incident is serious.
5. **Talk About It:** The Senior Staff member will meet with the resident(s) to follow-up on the violation if an IR was written. If the resident has previous violations and/or the resident failed to comply and/or was belligerent with the staff member addressing the situation, the Area Coordinator or area Dean will instead meet with the resident.

Fire Safety

Objective: To maintain a safe living environment; to not overload electrical circuits or allow unsafe electrical devices in a community dwelling; to outline the proper use of fire safety equipment and adherence to fire safety procedures. Residence halls are totally evacuated for all fire alarms. Periodic fire drills are held to ensure the proper functioning of equipment and to make sure residents have practiced evacuation procedures.

Policy:

1. Fire Alarms: Any person who without just cause therefore, calls or summons, by telephone or otherwise, any ambulance, or fire-fighting apparatus, or any person who maliciously activates a manual or automatic fire alarm in any building used for public assembly or for other public use, including, but not limited to, schools, theaters, stores, office buildings, shopping centers and malls, coliseums and arenas, regardless of whether fire apparatus responds or not, shall be deemed guilty of a Class 1 misdemeanor. (Source: Code of Virginia, Section 18.2-212.)
2. Lighting of fires: No occupant or visitor will be allowed to kindle any type of fire within the residence area other than a match or lighter for the purpose of lighting cigarettes, cigars, or pipes, or to light a fireplace on the Lawn or Range. (Source, Housing Calendar, pg. 10.)
3. Tampering With Fire Safety Equipment or Devices: Altering or tampering with heating, electrical, fire safety ...including but not limited to, smoke detectors, fire alarms ... (Source: Terms and Conditions, item 26.)
4. Failure to Evacuate: All residents and guests must evacuate at the sounding of building fire alarm systems. (Source: Housing Calendar, pg. 10.)
5. Possession of the following is prohibited in student rooms, suites and apartments: air conditioners, ... cooking and heating appliances (except microwaves), ceiling fans, space heaters, ... open flames (including candles, incense, oil lamps, houkas, etc.), ... halogen torchiere lamps, extension cords (multiple-outlet connections are permissible only with a built in circuit breaker and U.L. approved), live Christmas trees and any other item which the University determines to be dangerous or illegal. Microwave ovens are forbidden in Lawn and Range rooms. (Source: Terms and Conditions, item 25.)
6. Decoration Policy. You may not hang any combustible materials from the walls, doors, closet doors, lofts, ceilings etc. of your room, unless they are secured under glass or Plexiglas. This includes typical decorative items such as posters, flags, banners, pictures, calendars, tapestries, paper lanterns, etc. No more than 10% of the wall and ceiling area may be covered. (Source: Housing Division Decoration Policy)
7. Collection of flammable materials: Collecting or assembling flammable materials or materials that constitute a fire hazard. This includes the use of candles or other open flames. (Source: Terms and Conditions, item 26.)
8. Smoking: Smoking is prohibited in or within 20 feet of all on Grounds housing facilities. (Source: Terms and Conditions, item 13.)
9. Obstruction of Fire Evacuation Routes: It is a violation to block an exit for any purpose. (Source: Housing Calendar, pg. 10.) Prohibited activities: ... (j) Use of an exit for any purpose that will interfere with its service as an exit. (Source: Terms and Conditions, item 26.)
10. Fireplace Use: Prior to fireplace use, residents must attend fireplace training. (Source: Housing Calendar, pg. 10.)
11. Fire Alarm Testing: Residents are required to check their smoke detectors weekly. For those residences so equipped, fire extinguishers must be checked monthly. (Source: Terms and Conditions, item 20.)

NOTE: Candles are permitted for decoration, but make sure that the wick is unused, or cut it off if the candle has been burned in the past.

NOTE: Prohibited cooking and heating appliances are also prohibited in common area kitchens.

NOTE: Air conditioners are permitted in some Housing spaces but require the permission of Accommodations via a medical excuse from a physician. Operations will then install the air conditioner.

Procedure – If a staff member observes a violation of the fire safety (items 1-4 above)

1. **Conversation & Action:** Staff member should **address the violation** and make sure that any safety issues have been resolved (i.e., emergency personnel are notified about fire, tampered equipment has been repaired, persons have evacuated from the building, etc.).
2. **Engage the Support Network:** Notify the Senior Staffer.
3. **Documentation:** Fill out an IR and a VSOC.
4. **Talk About It:** The AC or area Dean will meet with the student to address the issue.

Procedure – If a staff member observes a violation of the fire safety (items 5-11 above)

1. **Conversation & Action:** When a staff member **observes a violation (1st violation)** of the Fire Policy, they will inform the resident that they are in violation, explain to them the safety concerns and ask the resident to correct the violation immediately in the staff member's presence.
 - a. If the resident **takes appropriate corrective action**, no further action is taken by the staff member.
 - b. If the resident **refuses to correct the violation**, the staff member further explains rationale (i.e., Fire Code, safety concerns for community, violation of standards of conduct, etc.).
 - i. If the resident **takes appropriate corrective action**, no further action is taken by the staff member.
 - ii. If the resident continues to **refuse to correct the violation**, the staff member documents (with IR and VSOC of standards 2, 6, 12) notifies the Senior Staff member and refers to Area Coordinator (go to step 3). A copy of the IR is sent to the FFAA by the AC and the resident's name is added to the re-inspection list.
2. If there is a **repeat of the violation (2nd violation)**, the staff member documents the situation (with an IR and VSOC), refers to the senior staff member (go to step 3), and asks the resident to correct the violation immediately within the staff member's presence. A copy of the IR is sent to the FFAA by the AC and the resident's name is added to the re-inspection list.
3. The Senior Staff member has a meeting with the resident to discuss fire safety issues, confirm that the violation is no longer present, and inform them of future potential consequences for violations (i.e., administrative hearing, fire safety training, \$50 reinspection fee, meeting with AC, parental notification, loss of housing).
 - a. If the resident **takes appropriate corrective action and is cooperative** with the senior staff member, no further action is taken by the senior staff member.
 - b. If the resident **refuses to take appropriate corrective action or is belligerent** with senior staff member, the resident is referred to an Administrative Hearing with the Assistant Director for Facilities (see step 4).
4. If there is a **repeat of the violation (3rd violation)**, refer the resident to an Administrative Hearing with the Assistant Director for Facilities. The student will be charged a restitution fee of

\$50. If the student is found responsible by the Assistant Director for Facilities, the Area Coordinator enacts parental notification.

5. If there is a **repeat of the violation (4th violation)**, refer the resident to a meeting with the AC. The resident meets with the AC and discusses fire safety and their failure to comply. A full Administrative Hearing is scheduled with the charged resident, the Director for Accommodations, an Assistant Dean of Residence Life and the Assistant Director for Facilities. During this hearing, the sanction of 'removal from university housing' is considered.

Gambling

Objective: To maintain a safe, educational environment in the Residence Halls that is in compliance with State law. Gambling where significant sums of money are at stake creates safety concerns for both the individuals involved and the surrounding community.

Law:

1. Except as otherwise provided in this article, any person who illegally gambles or engages in interstate gambling as defined in § 18.2-325 shall be guilty of a Class 3 misdemeanor. If an association or pool of persons illegally gamble, each person therein shall be guilty of illegal gambling. (Source: Code of Virginia, Section 18.2-326.)
2. "*Illegal gambling*" means the making, placing or receipt, of any bet or wager in this Commonwealth of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event, occurs or is to occur inside or outside the limits of this Commonwealth. (Source: Code of Virginia, Section 18.2-325.)
3. Nothing in this article shall be construed to make it illegal to participate in a game of chance conducted in a private residence, provided such private residence is not commonly used for such games of chance and there is no operator as defined in subsection 4 of § 18.2-325. (Source: Code of Virginia, Section 18.2-334.)

NOTE: Poker, blackjack, etc. have been deemed games of chance.

Procedures:

1. **Conversation & Action:** If a staff member observes a group of students gambling, they should clarify the laws around gambling and notify the other staff members of the building/area that those students have been warned.
2. If a staff member observes a group of students gambling that have previously been warned, and the gambling is the beginning of a pattern, the staff member should speak with the residents further clarifying the concern.
3. **Documentation:** The staff member should break-up the game and document the incident (with a VSOC and IR) if the gambling becomes a pattern or the incident is serious.
4. **Talk About It:** If a VSOC was written, the Senior Staff member will have a follow-up conversation with the resident(s).

Noise and Community Disruptions

Objective: To create an environment that is conducive to living and learning within a community.

Policy:

1. **Prohibited Conduct:** Disorderly conduct on University-owned or leased property or at a University-sanctioned function. Disorderly conduct is defined to include but is not limited to acts that breach the peace, are lewd, indecent, or obscene, and that are not constitutionally protected speech. (Source: Standard of Conduct 8.)
2. Roommates and suitemates are expected to cooperate in creating a pleasant living and study environment for each other. (Source: Terms and Conditions, item 28.)
3. **To facilitate a productive academic and residential environment, outside amplified music on University-owned, operated, or regulated property is strictly limited and requires the permission of the Office of the Dean of Students.** (Source: The Undergraduate Record.)

Procedures:

1. **Conversation & Action:** If a Staff member has been approached by a resident bothered by noise, the resident should be instructed to ask the person(s) making the noise to be quiet in a civil manner.
2. If the person who has been asked to be quiet fails to reduce the noise to a reasonable level, the Staff member should confront the student who is making the noise and ask them to reduce the noise to a reasonable level.
3. **Engage the Support Network:** RAs should consult with their supervisors to determine when to move to documentation/referral.
4. **Documentation:** Fill out an IR and VSOC if the noise issue becomes a pattern or the incident is serious.
5. **Talk About It:** If a VSOC was written, the Senior Staff member will meet with the resident(s) to follow-up on the violation. If the resident has previous violations and/or the resident failed to comply and/or was belligerent with the staff member addressing the situation, the Area Coordinator or area Dean will instead meet with the resident.

Solicitation Policy

Objective: To preserve the educational mission and focus, to provide a secure environment, to protect students from exploitation, to respect the aesthetic qualities of Grounds and to promote fair business practices.

Policy:

1. Solicitation by External Entities and Their Representatives: Absolutely no permission will be granted for solicitation in any University housing areas. The delivery of goods to single-student residences may not be made directly to student rooms or suites and are subject to regulations published by the Office of Residence Life. (Source: The Undergraduate Record.)
2. Solicitation by Student Organizations. All student organization fundraising projects must be conducted within the specific area designated in the approval process. (Source: The Undergraduate Record.)
3. Sales, Solicitation, Peddling: Sales, solicitation, and peddling are forbidden in University residence facilities. This includes the deliveries of goods (mail delivery, pizzas, etc.) or the operating of a business in Housing facilities. You may arrange to meet a delivery yourself in front of your residence building, but vendors and delivery persons are not allowed to enter the residence halls. (Source: Terms and Conditions, item 27.)
4. Prohibited Activities: Posting leaflets, etc. on locations other than designated bulletin boards. (Source: Terms and Conditions, item 26.)

NOTE: The Residence Life Office only gives permission to solicit to House Councils, and then only within the building/area over which they govern and only for solicitation to promote the House Council itself (i.e., not for another group within which a house council member has association.)

NOTE: Deliveries are permitted to apartments with exterior access (e.g., Copeley, Gooch, Dillard, Faulkner, and Lambeth).

Procedures:

1. **Conversation & Action:** The Staff member should approach the solicitor and identify themselves by name and (Staff) position.
2. The Staff member should ask for the person's name and their organization.
3. The Staff member should explain the solicitation policy and ask for them to leave the premises. If they do not cooperate, the staff member should remove themselves from the situation, call the police and wait for their instructions.
4. If a solicitor has been addressed previously, the police should be called.
5. **Engage the Support Network:** Staff members should call the police if the solicitor is not cooperative. Staff members should notify their supervisor.
6. **Documentation:** Fill out an Incident Report (IR) when the police are called to address a solicitor. In those cases, if the solicitor is a student and uncooperative, fill out a VSOC.
7. **Talk About It:** Senior Residents should notify their supervisor(s) who will track and distribute the information about businesses/organizations that continually violate that policies.

Vandalism

Objective: To ensure that the students respect the physical environment of the residence halls, its upkeep and maintenance and to encourage student ownership and pride in their surroundings.

Policy:

1. You will be responsible for any damage or defacement that may occur to your assigned residence, except for normal wear and tear. The work orders you submit will serve as a source of reference. The University will assess charges for damages to rooms to the occupants. If individual responsibility for damage or defacement in common areas (bathrooms, lounges or corridors, etc.) cannot be determined, the University will distribute the charge equally to all residents of the facility. (Source: Terms and Conditions, item 21.)
2. You are responsible for the behavior of your guests, and their compliance with all University policies. (Source: Terms and Conditions, item 24.)

Procedures:

1. **Conversation and Action:** Talk with residents to gather information and attempt to identify who may have been involved with the **vandalism** (willful, intentional, or involves gross negligence).
2. **Engage the Support Network:** The Staff member should contact the Housing Facilities Office at 924-3053 between 8 a.m. and 5 p.m. Monday through Friday or Systems Control at 982-4685 after hours. They may ask you to contact the police so that they may observe and document the damage or may ask you to fill out a 'Work Order Request' on the Housing web site (<http://www.virginia.edu/housing/aboutus/contact/maintenance.php>) to document the damage with any additional relevant information.
3. **Documentation:** Fill out an Incident Report. If the individual(s) who caused the vandalism is/are known, a VSOC should be filled out as well.
4. **Talk About It:** The Senior Staff member and AC will discuss to determine who will follow-up. If the damage is significant and/or the behavior raises concerns, the AC and the Assistant Director for Operations will have the follow-up meeting with the student.

Weapons

Objective: To maintain a safe environment in the residence halls.

Policy:

1. **Prohibited Conduct:** Conduct which intentionally or recklessly threatens the health or safety of any person on University-owned or leased property, at a University sanctioned function, at the permanent or temporary local residence of a University student, faculty member, employee or visitor, or in the City of Charlottesville or Albemarle County. (Source: Standards of Conduct, 2.)
2. The possession, storage or use of any kind of ammunition, firearms, fireworks, explosives, air rifles and air pistols on University-owned or operated property, without the expressed written permission of the University police, is prohibited (Source: The Undergraduate Record.)
3. **Prohibited Possessions:** Firearms (including BB guns, bows and arrows, paint ball guns, ammunition, firecrackers or explosives), weapons (including slingshots, swords, knives with blades longer than 4”, martial arts tools, etc.). (Source: Terms and Conditions, item 25.)

NOTE: The University police will store firearms for students.

Procedure:

If a Staff member suspects that a resident is in possession of a **deadly weapon** (firearms or explosives) or is **brandishing**, or has recently brandished anything as a weapon (a sword, knife, martial arts weapon, baseball bat, etc.):

1. **Conversation & Action:** The Staff member **should not** approach the resident or the room.
2. **Engage the Support Network:** The Staff member should **contact the police** immediately, provide necessary information to the police and wait for them to arrive to assist them as they request. Staff should notify their supervisors.
3. **Documentation:** Fill out an Incident Report (IR). Based on the individual situation, the staff member may be asked to fill out a VSOC.
4. **Talk About It:** The AC, area Dean or Dean on Call will meet with the resident to follow-up on the violation.

If a Staff member is aware that a resident is in possession of a **non-deadly weapon** (sword/martial arts weapon on display, stored paintball gun, etc.):

1. **Conversation & Action:** The Staff member should address the residents and ask them to remove the weapon from the residence halls immediately. Staff members should follow-up to confirm that the appropriate corrective action has been taken. If the resident does not have anywhere to remove the weapon, the staff member should consult with their supervisor.
2. **Engage the Support Network:** RAs should notify their supervisors.
3. **Documentation:** Fill out an Incident Report (IR). Based on the individual situation, the staff member may be asked to fill out a VSOC.
4. **Talk About It:** The AC, area Dean or Dean on Call will meet with the resident to follow-up on the violation.

If a staff member ever feels threatened they should contact the police immediately.

GENERAL GUIDELINES

If a Staff member observes an incident within the area of their immediate responsibility, they need to address it as per Orientation week training according to the Implementation Guidelines established above.

If a Staff member observes an incident outside of the area of their immediate responsibility, they need to either confront the incident or report it to the responsible individual (i.e., RA on coverage for a house, Security Staff at a sporting event, etc.) as per their own comfort level, ability, and judgment. If they address the incident, they must follow-up with an Incident Report (IR) and whatever other appropriate documentation (see applicable Implementation policy).

If a Staff member attempts to report the incident to the responsible individual and is unable to reach them, they may leave a message for common problems. For serious incidents, the Staff member needs to confirm that an individual is aware of the issue so that it will be handled in a timely manner.

Area of Responsibility

McCormick Road Residence Halls
Alderman Road Residence Halls
Bice (including the German House suites)
Copeley
Faulkner
Lambeth
Stadium Road
Brown College
Hereford College (including Malone & Weedon)
The Lawn
International Residential College
Shea House
French House
Russian House
Spanish House