



The Honorable Terrance C. Cole
P.O. Box 1475
Richmond, VA 23218

The Honorable Aimee Rogstad Guidera
P.O. Box 1475
Richmond, VA 23218

Dear Secretaries Guidera and Cole,

James Madison University remains committed to providing a safe and secure environment for all university stakeholders to live, learn and thrive on our campus. Please allow this letter to serve as a response to Governor Youngkin's Executive Order Six, directing residential universities to communicate information on the university's policies, plans and procedures to maintain a safe and secure environment.

At the outset, let me mention that JMU has taken specific steps to address safety needs and concerns in light of recent developments. For example, our campus police have provided an active and visible presence recently at a vigil sponsored by our Jewish campus organizations, as well as at a prayer meeting held by our Muslim Students Association. JMU administrative leaders have also met with the leaders of our Jewish and Muslim organizations on campus to discuss security for upcoming events and activities, and to ensure that our students and staff are aware of the resources available to them with regard to campus safety and security. These resources are described more generally in the sections that follow.

The University maintains a multi-faceted approach to safety, to include how we respond to public safety issues that arise. Annually, the university publishes a [safety and security](#) report which describes, in detail, how to access emergency and crisis services, and how the University responds to such emergencies.

Notice of Non-Discrimination and Equal Opportunity

James Madison University maintains a Notice of Non-Discrimination and Equal Opportunity. This statement is printed in JMU course catalogs, all recruiting materials (student and personnel), program brochures and other official JMU publications. It remains available for distribution in multiple formats and allows everyone to understand the importance of all people on the campus. It reads:

James Madison University does not discriminate and prohibits discrimination in its employment, programs, activities, and admissions on the basis of age, color, disability, gender expression, gender identity, genetic information (including family medical history), marital status, military status (including veteran status), national origin (including ethnicity), parental status, political affiliation, pregnancy (including childbirth or related medical conditions), race, religion, sex, sexual orientation, or on any basis



protected by law, unless otherwise permitted or required by law. JMU complies with all applicable federal and state laws regarding non-discrimination, affirmative action, and anti-harassment. The responsibility for overall coordination, monitoring and information dissemination about JMU's program of equal opportunity, non-discrimination, and affirmative action is assigned to the Office of Equal Opportunity. Inquiries or complaints may be directed to the Office of Equal Opportunity via OEO website, email oeo@jmu.edu, or by phone (540) 568-6991.

Programming to support the statutory obligations overseen by the Office for Civil Rights in the U.S. Department of Education remains robust at James Madison University. As such, JMU possesses a coordinator to assess the receipt of information and compliance with an individual's civil rights. The coordinator is located within the **Office of Equal Opportunity and Title IX Office.**

Our Director of JMU's Office of Equal Opportunity, Christi Carter, provided the following statement:

JMU's Office of Equal Opportunity (OEO) is in full support of Governor Youngkin's Executive Order. The OEO stands by JMU's policy of Equal Opportunity and Non-Discrimination based on protected characteristics which includes race, national origin, ethnicity, and religion under [Policy 1302](#) and will follow procedures regarding all claims of discrimination, harassment, and retaliation outlined under [Policy 1324](#). It is important that the campus community know what is included in these policies and the oversight of the OEO.

JMU's Title IX office is responsible for receiving and responding to reports of sexual misconduct and other discrimination on the basis of sex or gender. JMU's Title IX office is comprised of:

University Title IX Coordinator: Ms. Amy Sirocky-Meck, (540) 568-5214

Deputy Title IX Coordinator: Laura Sider Jost, (540) 568-7704

Title IX Case Coordinator: Cole Seward, (540) 568-5219

James Madison University Police

In addition to OEO and Title IX offices, JMU maintains an accredited police force of 30 sworn officers under my leadership. It is my privilege to lead these men and women who work tirelessly every day to protect the safety and security of our university community. Additional information on our force follows.

James Madison University was established for the general purposes of education, research and community services. The James Madison University Police Department is a support unit of the university, organized for the primary purpose of establishing and maintaining an atmosphere in which people in the university community can safely and securely go about their varied activities in furtherance of the university's higher objectives. The department must accomplish its mission by excellence in professional law enforcement, security and safety services.



JMU Police officers derive their authority from their appointment by the university and their compliance with the Commonwealth of Virginia's training requirements for law enforcement officers as established by the Department of Criminal Justice Services, pursuant to the Code of Virginia. JMU Police officers are sworn police officers, empowered and mandated to enforce all federal, state and local laws by court order of the judges of the 26th Judicial Circuit Court of Virginia, and the James Madison University Police Department.

JMU Police Officers shall have the authority to exercise the powers and duties conferred by law upon police officers of cities and towns and counties upon the property owned, leased, or in any way under the control of said institution, the streets, sidewalks, and highways immediately adjacent thereto together with such additional authority and jurisdiction vested in said officers by Code of Virginia, as the same may be amended.

General Order 38 of the James Madison University Police Department directs all officers and members of the Department to enforce the law fairly and impartially, with due regard to the constitutional rights of all citizens. When officers are confronted with situations requiring the use of force to ensure public safety, the degree of force used shall be only the force that is reasonable and necessary to protect life and property.

The Code of Virginia requires that all officers, upon entering their office, take an oath whereby they swear to support the Constitution of the United States and the Commonwealth of Virginia. Under a resolution adopted September 19, 1980, the Board of Visitors of James Madison University pursuant to the Code of Virginia established a university police department. In accordance with this resolution, each police officer is to take an oath of office and is to be sworn in by the circuit court of Rockingham County.

The James Madison University Police Department is the primary response agency in response to any law enforcement emergency involving any immediate threat to life or public safety, or during the execution of the provisions of the Code of Virginia relating to orders for temporary detention or emergency custody for mental health evaluation or an emergency resulting from the existence of a fire, flood, epidemic, state of war, internal disorder or any other public disaster.

The James Madison University Police Department has entered into a mutual aid agreement with the Virginia State Police as required in the Code of Virginia which states, "Upon notice from James Madison University of any felony sexual assault, medically unattended death, or any death resulting from an incident occurring at facilities or upon lands owned or operated by James Madison University, the Department of State Police, when needed, shall provide reasonable investigatory support to James Madison University and, if so requested, shall assume responsibility as lead investigatory agency for, the incident reported."

In addition, the Department of State Police will, upon request and dependent upon availability of resources, provide assistance to James Madison University in the emergency response to, investigation of, or prevention of any other crime occurring at James Madison University.



The James Madison University Police Department will respond to calls for service on the main campus of James Madison University located in Harrisonburg, Virginia. Officers will also respond to property owned or leased by James Madison University within the City of Harrisonburg and Rockingham County unless otherwise directed by the Chief of Police.

The James Madison University Police Department has jurisdiction on any other state, public or private institutions of higher learning if requested by that institution and agreed upon by the Chief of Police, their designee, and after consultation with Office of the Virginia Attorney General.

Reporting to the James Madison University Police Department:

We encourage all community members, students, faculty, staff, and guests to report all crimes, traffic accidents, medical and fire incidents, suspected hazardous material spills or leaks, after-hours building power outages, and suspicious activity in a timely manner to the James Madison University Police. JMU Police are available by phone on campus at extension 8-6911 or outside the JMU telephone system and from a cell phone at (540) 568-6911.

University Police Public Safety Communicators are available twenty-four hours a day to answer calls for service and dispatch officers. Patrons may also visit the Police Department located at 821 South Main Street, Anthony-Seeger Hall, and speak to a police officer. Upon receipt of a call for service, the Public Safety Communicator will typically dispatch a University Police officer to the caller's location. All criminal matters, policy violations, and suspicious incidents will result in filing an incident report or documented by other means.

When appropriate, incidents involving students may be forwarded to the Office of Student Accountability and Restorative Practices (OSARP), the Title IX Office for administrative review. University Police Officers will investigate incidents when investigative leads are present for potential criminal prosecution.

The immediate reporting of any crime, especially sexual assaults, assists with the preservation of evidence, which may be necessary to prosecute an individual involved in criminal activity. Information regarding crimes that may impact or relate to the surrounding community is shared with the appropriate law enforcement agencies. The University community is encouraged to accurately and promptly report all criminal activity or suspicious behavior to the University Police and, if applicable, to the appropriate police agency when the victim of a crime elects to or is unable to make such a report.

Contacting the Police through Emergency Phones:

There are 167 Emergency Blue Light Phones and 491 Areas of Emergency Assistance Phones (yellow call boxes) throughout the JMU campus. These phones dial directly to the University Police Department. These phones are strategically located around all portions of the JMU campus and throughout all buildings owned by JMU.

Anonymous Reporting to the JMU Police Department:



Anyone may call 911, Harrisonburg-Rockingham Emergency Communications Center, JMU Police at 540-568-6911 or from a campus phone 8-6911 to report information or concerns without revealing their identity. Callers may remain anonymous and, when possible, police will make every effort to preserve anonymity when requested. The JMU Police Department utilizes the Vector Solutions, LiveSafe App, to elicit quick and efficient two-way communications between the JMU Police and our customers. The LiveSafe App also allows anyone to request police response through a geo-located system anonymously. The LiveSafe App can allow persons to request police response through an identified user channel, to ensure the veracity of a call for service.

Timely Warnings ~ Community Alerts

The James Madison University Police Department will develop timely warning notices to notify the campus community in the event a situation arises on campus that, in the judgment of the Chief of Police or his designee and after reviewing the facts and circumstances of the incident, constitutes an ongoing or continuing threat to the campus. The police department issues a timely warning for any Clery Act crime committed on our Clery Act geography that is reported, and is considered by the institution to represent a serious or continuing threat to students and employees.

Community Alerts may be developed to notify the off-campus community in the event that a situation arises off campus, that, in the judgment of the Chief of Police or his designee, after reviewing the facts and circumstances of the incident, constitutes an ongoing or continuing threat.

The department issues/posts Community Alerts for incidents of:

- Homicide,
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an on-going threat to the larger JMU community),
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Community Alert, but will be assessed on a case-by-case basis),
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the JMU Police Department),
- Major incidents of arson,
- Other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence.

A Timely Warning Notification will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts.



- Date and time or time frame of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Suspect description(s) when deemed appropriate and if there is sufficient detail
- Police/Public Safety agency contact information
- Other information as deemed appropriate by the Chief or his/her designee
- Statement regarding the posting of message on the JMU Police Safety Announcements website
- Statement regarding follow-up information regarding this incident will be posted on the JMU Police Safety Announcements website, when it becomes available
- Campus Alerts & Campus-wide Alerting Systems

The JMU Community can register to receive text and voice messages over their cell phones during a campus emergency. Faculty, staff, and students may register through My Madison. Students are required to complete a multi-step check-in process using My Madison. Incoming students complete the process as part of the Orientation. Returning students must complete registration before each Fall and Spring term.

Faculty and staff, after being hired, will be prompted to complete an Emergency Notification step. They cannot access any other Employee functionality until they complete this step. JMU faculty and staff authorize JMU to send emergency notifications or may elect at this time not to receive cell phone emergency notifications during this process. An employee can re-validate by navigating to the Phone Numbers page within the Employee tab.

During a campus emergency, JMU will distribute information to the campus community utilizing several or all of the following methods:

- Madison ALERT- Campus Horn & PA System
- JMU Web page at www.jmu.edu
- JMU managed social media platforms
- LiveSafe® app
- Blast e-mail to “____@jmu.edu” or “____@dukes.jmu.edu” accounts
- SMS Text Messages to registered users through My Madison, Faculty, Staff, and Students
- Building Coordinators
- ORL Hall Directors & Resident Advisers
- Interdepartmental & Building Phone Trees
- Police Loudspeakers and PA Systems
- JMU Lightning Prediction System “RED ALERT” Horns
- Local Media/Campus TV/Radio Broadcasts

Emergency evacuations of a building or shelter, and secure-in-place orders:



During emergency or crisis situations, it may become necessary for the police department or university administration to issue emergency evacuations of a building or campus, or a shelter-in-place order for the campus community. Each situation must be analyzed on a case-by-case basis with a comprehensive analysis by emergency management officials.

During an evacuation, if time and conditions permit, individuals should secure their workplace and take their important personal items such as keys, purses, medications, or eye glasses. Furthermore, they should:

- Follow instructions from emergency personnel (fire, law enforcement, medical, etc.).
- Check doors for heat before opening. Do not open a door if it feels hot.
- Exit the building as calmly and quickly as possible using the nearest safe exit. Do not use elevators, unless specifically advised to do so by emergency personnel.
- WALK – DO NOT RUN. Do not push or crowd.
- Use handrails in stairwells, and stay to the right.
- Assist people with disabilities.
- Move quickly away from the building.
- Head to your assembly point, unless otherwise instructed.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
- Students, Faculty and Staff with limitations who need assistance during an evacuation should contact the JMU Police Department at 540-568-6911. Advise the dispatcher of the specific type of assistance needed in order for them to provide the appropriate type of resource(s).

When sheltering-in-place, persons will be safest by moving to the interior of a building.

- Depending on the emergency, do not lock doors behind you as others may need to shelter-in-place.
- REMAIN CALM.
- Immediately seek shelter within the closest sturdy building. Act quickly, don't wait until the danger is readily apparent.
- Once inside, stay away from windows, glass, and objects that may fall. Stay put until the danger passes - resist the temptation to personally assess the weather (if the order is due to a weather-related emergency).
- Whenever possible, seek shelter in interior rooms, corridors, and hallways.
- Avoid large free-standing rooms such as auditoriums and gymnasiums.
- DO NOT use elevators.
- Await instructions from JMU Alerts or emergency responders.
- DO NOT leave until an "All Clear" is received.

Secure-in-Place orders:



When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between yourself and the associated violence or danger.

- REMAIN CALM.
- If outside during a secure-in-place emergency, seek shelter in the nearest unlocked building.
- If the buildings in your immediate area have locked exterior doors, continue to move away from the danger, seek cover, move to another unlocked building, or leave campus if safe to do so.
- Once inside, find an interior room and lock or barricade the door(s).
- To minimize vulnerability, turn off lights, silence phones, draw blinds, move away from windows, and minimize additional movement.
- Await further instructions from JMU Alerts or emergency responders.
- DO NOT leave a secured location until an "All Clear" is received.

Special considerations must be provided to individuals whom fall under the ADA:

Impaired vision - Most visually impaired persons will be familiar with their immediate work area. In an emergency situation:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

Alert Hearing Impaired - Because persons with impaired hearing may not perceive emergency alarms, an alternative way to warn them is required.

- Turn lights on/off to gain the person's attention, or
- Indicate through gestures what is happening and what to do.
- Write a note with specific evacuation directions.

Persons using crutches, canes, or walkers:

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual to safety.

Evacuate wheelchair users - If immediate evacuation is necessary, be aware of the following considerations:

- Non-ambulatory persons' needs and preferences vary. Individuals at ground-floor locations may exit without help. Others have minimal ability to move. Remember: lifting may be dangerous to you or to them.

- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Normally, wheelchairs should not be taken down stairs. Consult with the person to determine the best carry options, and reunite the person with the chair as soon as it is safe to do so.
- Wheelchairs are awkward and have movable parts. Some of them are not designed to withstand stress or lifting.
- Do not place yourself or others in danger. If a person cannot be safely evacuated, assist them to a stairwell or other easily identified “area of rescue assistance” location and notify emergency responders, as soon as possible of the individual’s needs and location.

Office of the Vice President of Student Affairs

The James Madison University’s office of the Vice President of Student Affairs also possesses multiple avenues for members of the JMU Community to report incidents of bigotry, bias, and harassment. James Madison University takes special precautions within our residence halls to ensure the safety of all of our residents. All students, faculty, and staff residing in JMU owned residence halls must abide by the [JMU Housing Contract](#) developed by the Office of Residence Life. Specifically, within the housing contract, Section 2, sub-sections L and M limit accessibility to the residence halls to create a safe and secure environment for all our residential buildings.

All of our newest dorms have video-surveillance cameras installed in conspicuous locations, to include hallways, vestibules, and elevators. Doors to our residence facilities remain equipped with JAC Card Electronic Swipe readers, which only allow entry to persons identified as living in that specific hall. Furthermore, the doors remain alarmed to activate an audible alert when propped open for more than 15 seconds. Many of the residence hall’s busiest (most used) doors possess a video-surveillance camera to monitor the entry and exit of persons.

The Office of Residence Life continues to act as a first-line of defense against unknown intruders into our living spaces. Every residence hall possesses resident advisors and hall directors. Each of these areas report to resident area directors for leadership, guidance, mentorship, and training. Each of these individuals receive initial, and on-going training to ensure a safe and secure environment and understand the complexities of the managing residence halls with such a diverse population.

The students within residence halls remain governed by the [Student Handbook: Standards for Conduct and Policy](#) for JMU. Specifically related to JMU residence halls JMU defines trespassing as the following:

No student shall enter, remain in, or refuse to leave a private room (including a residence hall room), office, vehicle, business, or restricted area under control of another individual except by permission or invitation by that individual. This includes persons who are in public spaces in a Residence Hall, in which they do not reside, without the resident who provided permission to access the space.



JMU defines general trespassing as:

Any unauthorized individual attempting to enter, entering, or remaining in university or private property shall be responsible for trespass. This may include, but is not limited to, construction zones, an area that has been closed, locked and/or displaying signage, a location they have been instructed to leave, or through the use of any device to gain entry to or observe the area without authorization.

The Student Handbook also defines solicitation, petitioning, selling, surveying, and publicizing on campus, as it relates to the safety of its residential community. The policy states, in part:

Soliciting, petitioning, selling, surveying, publicizing and distribution by students, university organizations, non-students and non-university related organizations are prohibited in the residence halls. Programs or demonstrations of approved products and/or topics may be presented in residence halls only under the following conditions:

- *The hall director agrees to sponsor the program, which is then subject to the review and approval of the Director of Residence Life.*
- *Presentations by the sponsored persons or company shall be limited to demonstration or display of merchandise and appropriate promotion; it may not include solicitation or orders, signing of contracts, or exchange of money. The demonstration or promotion shall be such that it does not unreasonably disrupt other hall activities.*
- *Solicitors may leave calling cards, catalogs or order blanks with students but may not transact business or seek promises for future transactions.*
- *A member of the residence hall staff must be present to observe the program.*
- *No resident of the hall or member of the hall staff may profit from presentation by virtue of their role in securing sponsorship for the solicitor. Free gifts, commissions or any other forms of remuneration are not allowed.*
- *Door prizes, discounts or any other form of free gifts used to promote attendance or to encourage interest must be available to all on an equal basis.*
- *No door-to-door solicitation or distribution is permitted.*
- *All programs falling under the definition of this policy must be registered in advance with the Director of Residence Life or their designee.*

James Madison University Policies for Protection and Prevention

James Madison University creates, maintains, and updates policies on a continual basis for the overall safety, and prevention of campus violence. Most notably remains [Policy 1115](#), Violence Prevention. In accordance with the Code of Virginia 23.1-805, James Madison University utilizes a Violence Prevention Committee (VPC) to oversee the education on, and prevention of violence on campus. The VPC possesses multiple avenues to provide information on possible acts of threat to the JMU community, and it empowers the Threat Assessment Team to verify, validate, and analyze the need for further university actions. The VPC resides under the purview of the President of the University due to its significant importance and the need to provide a safe and secure environment for the free exchange of ideas.



In similar fashion, [Policy 4301](#), Building Security, outlines the need to create a safe and secure area for students, faculty and staff, and all university personnel. The policy creates mandates for personnel who possess such access and describes the need to maintain accountability of all persons, especially in our residence halls. This policy falls under the Associate Vice President for Business Services, within the Office of the Vice President for Administration and Finance.

Academic Freedom and Free Speech

Title IX, JMU Policy 1340, and JMU Policy 1346 do not restrict the rights of faculty members and students of the institution with regard to their academic freedoms or impair the exercise of rights protected under the United States Constitution such as the right to free speech. See [Faculty Handbook, Section III.A.1](#). Academic freedom carries with it responsibilities, including the responsibility to refrain from harassment, discrimination, and misconduct. See Faculty Handbook, Section III.A.8 and Academic Affairs Policy 12, Disruption of Class.

In closing, JMU is continually committed to providing a safe and secure environment for our campus community. Thank you for your work in helping to ensure that the Commonwealth remains safe and welcoming place to live.

Respectfully,

Anthony D. Matos
Chief of Police, James Madison University

CC:

Joshua Humphries, Deputy Secretary, Public Safety & Homeland Security
Zach Jacobs, Assistant Secretary, Education
Nicholas Kent, Deputy Secretary, Education
Donna Michaelis, Division Director, VCSCS
Winsome Earle-Sears, Lieutenant Governor