

## Aaron Stevenson

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**From:** Odell, Jerry <jodell@ehc.edu>  
**Sent:** Tuesday, December 12, 2023 8:06 AM  
**To:** Aaron Stevenson  
**Subject:** Re: FOIA request for records  
**Attachments:** 1.3 Chain of Command.docx; 1.5 Communications Release of Records.docx; 1.2 General Rules of Conduct.docx; 1.1 Organization of Policy Manual.docx; 1.4 Appearance Uniforms and Equipment.docx; 1.9 Internal Investigations Complaints.docx; 1.6 Off Duty Conduct Powers of Arrest.docx; 1.8 Harrassment in the Workplace.docx; 1.7 Secondary Employment.docx; 1.10 Recruitment.docx; 1.12 Major Incident Emergency Notification.docx; 1.22 Evidence Control.docx; 1.28 Death Investigation Policy (2011).docx; 1.29 Domestic Violence Stalking Policy.docx; 1.30 Sexual Assault Policy 2011.docx; 1.32 Auxiliary Police Policy.docx; 1.33 Firearms Use of Force Policy.docx; 1.34 Missing Student Notification Policy and Procedures.docx; 1.35 Vehicle Operations Policy.doc; 1.36 Suspect Lineup Procedures.docx; 1.37 Inteview Interrogation.docx; 1.38 Employee attendance Policy.docx; 1.39 Eyewitness Identification.doc; B. Policy Preface.docx; A. Law Enforcement Code of Ethics for Policy.docx; C. Mission Statement of Department Policy.docx; D. Campus Safety Policy Acknowledgements.docx; E. Table of Contents Policy.docx

Sir,

The only information removed from the document is personal telephone numbers. Also, I have attached a more updated copy of the policy manual. However, please be aware that the manual is under review and will most likely be updated within the next few months.

On Mon, Dec 11, 2023 at 7:31 PM Aaron Stevenson <[police@eternalvigilance.net](mailto:police@eternalvigilance.net)> wrote:

Sir,

Virginia Code §2.2-3704(B)(2) states that when records are withheld in part, the "response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records." I don't see this information in your response. Please provide the required information at your earliest opportunity.

- Aaron Stevenson

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**From:** Odell, Jerry <[jodell@ehc.edu](mailto:jodell@ehc.edu)>  
**Sent:** Monday, December 11, 2023 11:43 AM  
**To:** Aaron Stevenson <[police@eternalvigilance.net](mailto:police@eternalvigilance.net)>  
**Subject:** Re: FOIA request for records

Document is attached.

On Mon, Dec 11, 2023 at 10:15 AM Odell, Jerry <[jodell@ehc.edu](mailto:jodell@ehc.edu)> wrote:

Mr.. Stevenson,

I have not responded due to a few circumstances. First, I was just appointed Chief a couple months ago, and our policy manual is under review and will be revised considerably when finished. I will forward the old manual to you after I am finished redacting personally identifiable information.

Thank you,

Jerry

On Sun, Dec 10, 2023 at 1:34 PM Aaron Stevenson <[police@eternalvigilance.net](mailto:police@eternalvigilance.net)> wrote:

The Virginia Freedom of Information Act requires a response to a request for public records within five working days. [Virginia Code §2.2-3704\(B\)](#). I have received no response from you. Your response is now overdue. Please respond immediately.

- Aaron Stevenson

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**From:** Aaron Stevenson <[police@eternalvigilance.net](mailto:police@eternalvigilance.net)>  
**Sent:** Sunday, November 26, 2023 5:49 PM  
**To:** '[jodell@ehc.edu](mailto:jodell@ehc.edu)' <[jodell@ehc.edu](mailto:jodell@ehc.edu)>  
**Subject:** FOIA request for records

Pursuant to the Virginia Freedom of Information Act (Virginia Code §2.2-3700 et seq.), I request the policy manual of the Emory and Henry College Campus Police and Security Department.

If the requested records exist in electronic form, I ask that they be supplied in that format to this e-mail address. I ask that all fees for this request be waived, because the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of a law enforcement organization. If you intend to impose any fees, I ask that you supply a cost estimate prior to the production of any records.

Sincerely,

Aaron Stevenson

Vinton, VA

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Jerry W. O'Dell

Chief of Police and Executive Director of Campus Safety

Emory & Henry College Police Department

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(276)944-6121

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