

## Relationship Violence and Sexual Misconduct Policy Student Guidelines

### I. Guide for Students who have Experienced Relationship Violence

Relationship violence is a personal violent crime and takes many forms. Individuals who have been harmed by someone they are or have been in a relationship with may experience a variety of conflicting emotions. In the immediate aftermath of a traumatic experience, such as relationship violence, an individual may not be able to think clearly to take the necessary steps to assist themselves. This guide is designed to return a sense of personal control to the individuals life, and provide them resources to assist in their recovery, as well as prevent the violence from happening in the future. There are trained professionals available at Wayne State College who can provide information and support. Students are encouraged to seek help from the resource people and places in this guide.

#### A. What to do if your Relationship is Violent

- Go to a safe place
- Find emotional support
- Seek medical attention
- Report the crime to authorities

**1. Go to a safe place.** The single most important act a victim of violent crime can engage in immediately after the crime is getting to a safe place. A victim of violence should find a place where she/he can feel secure and comfortable, such as a friend's room or apartment, a RA's room, the campus or local police, or a crowded place. If you are in danger or want immediate medical attention, on-campus call 9-911, or Campus Security 375-7216. If you are not sure what to do and need to talk to someone call the Haven House at 375-4633, 24 hours a day or the 24 hour a day, statewide, toll free and confidential Crisis Line 1-800-876-6238.

**2. Find emotional support.** Call someone you trust, a close friend, your Resident Assistant (RA), your Resident Director (RD) or the crisis line at 375-4633 or 1-800-876-6238. Staff of the SAVE Program/Counseling Center at 375-7321 and Student Health at 375-7470 can provide support. If you prefer to speak with someone anonymously, you can call the statewide crisis line at 1-800-876-6238, or the Rape, Abuse & Incest National Network (RAINN) hotline at 1-800-656-HOPE (4673), or the Gay and Lesbian National Hotline at 1-888 THE-GLNH (843-4564), or the National Center for Victims of Crime's FYI program 1-800-394-2255 (800-FYI-CALL.)

**3. Seek medical attention.** Individuals who have experienced relationship violence should seek immediate medical help. On-campus Call 9-911 in an emergency situation, or Campus Security 375-7216 or a friend to take them to Providence Medical Center, Student Health, or a private doctor. Victims should not wait---medical attention will help in their physical healing, and may be useful for evidentiary purposes during any disciplinary proceedings, legal action or criminal investigation.

**4. Report the crime to authorities.** On-campus call 9-911 if you are in danger or need immediate assistance. Call Campus Security 375-7216 or the Wayne Police 375-2626. Victims are encouraged to report the crime to authorities for many reasons. Many crime victim compensation programs (the government agencies that provide financial assistance to victims to aid in their recovery from violent crime) require immediate reporting to police. Statistics show that crimes reported sooner, rather than later, have higher arrest rates. Law enforcement authorities may be able to direct victims to further assistance.

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*Please Note that although all crime victims are encouraged to report the crime, not everyone will feel comfortable entering the criminal justice process. The choice about whether or not to report belongs **to the victim**. Reporting is not required to receive crisis counseling.*

### **B. Victim's Bill of Rights**

Provisions of the Victim's Bill of Rights addressing the rights of victims of relationship violence or sexual misconduct applies to all students, faculty and staff. Victims of relationship violence and sexual misconduct will be informed of their rights.

These Rights Include the Following:

1. The victim has the right to file criminal charges with local law enforcement officials.
2. Local college authorities, at the request of the victim, will provide assistance in notifying the appropriate law enforcement officials and disciplinary authorities of any incident of relationship violence or sexual assault.
3. At the direction of law enforcement authorities, the campus security office will provide complete and prompt assistance in obtaining, securing, and maintaining evidence in connection with an incident of relationship violence, sexual assault or stalking.
4. College authorities will provide assistance to victims or complainant in preserving materials relevant to a campus disciplinary proceeding.
5. All relationship violence or sexual misconduct complaints will be investigated and resolved by the appropriate campus disciplinary authorities.
6. The victim may be accompanied by legal counsel or other support person at, and may participate in, any campus disciplinary proceeding concerning the complainant.
7. The victim will be informed of the outcome of any campus disciplinary proceeding concerning the complainant.
8. At the request of the victim, college authorities in cooperation with appropriate law enforcement personnel will provide assistance in shielding the victim from unwanted contact with the alleged assailant. This will include transferring the victim to alternative classes or alternative college-owned housing, if alternative classes or housing are available and feasible.
9. College authorities will inform victims of their rights to assistance from the Title IX Coordinator.
10. The victim has a right to choose to do nothing.

### **C. Rights of the Accused:**

Provisions addressing the rights of the accused applies to all students, faculty and staff.

These rights include the following:

1. The right to an explanation of charges, (written notification of time and place of hearing and charges, who reported the alleged violation or how violation came to the attention of the Professional Conduct committee or Student Judicial Board.)
2. The right to an explanation of the campus judiciary process.
3. The right to request, and subject to approval of the College, voluntarily agree or disagree to mediation as a process for resolving the complaint.
4. The right to request whether a campus hearing will be before the Vice President/Dean of Students or his /her representative, Student Judicial Board, the Student Admission and Retention Committee, or other judicial committee. In the case of WSC employees refer to Nebraska State Colleges Personnel Policy 5204, regarding Professional Conduct Committees.
5. The right to be presumed innocent.
6. The right to a fair, impartial, prompt and equitable resolution process.
7. The right to have counsel accompany them through the hearing. All participants will be bound by the rules of confidentiality governing the hearing.
8. The right to know ahead of time, the names of witnesses to be called in the hearing.
9. The right to remain silent (to not be required to testify against himself/herself).

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10. The right to speak on his/her own behalf, and ask questions of hearing committee or witness, and if necessary these question may be directed through the individual conducting the hearing.
11. The right to be free from a campus judicial hearing on the same charge arising from the same fact situation, after the student's actions have been found not to be in violation of the code of conduct.
12. The right to be informed in a timely manner of the outcome of the hearing.
13. The right to appeal the decision of the judicial board.

### D. If you are considering reporting the violence:

**1. Preserve all physical evidence of the incident.** If you want evidence collected it is best to notify law enforcement and to seek medical attention. Physical evidence takes three forms in relationship violence cases: the injuries of the individuals involved, evidentiary items that substantiate an attack, i.e. weapons, and the place where the incident took place. Law enforcement can document through reports, interviews, diagrams and/or photos of injuries to the parties involved and of the scene to show a struggle took place. Medical personnel can substantiate the existence of injuries and evaluate their severity as well as provide treatment. They can also provide documentation through written reports and photos. It is sometimes in the interest of an individual to return to the medical facility for additional photos or documentation a day or two after the incident as bruising or other outward indication of injury may take several days to become apparent.

**2. Write down a description of the incident and the attacker.**

**3. Talk to someone about the incident and decide how you want to proceed.**

- You have the right to choose to do nothing, keep the information and your written description to yourself.
- Seek assistance and support from a counselor, on campus or off campus.
- Report the incident to Haven House or Bright Horizons personnel.
- Report the incident to college personnel.
- Report the incident to police.

**4. Decision Outcomes. The following are possible outcomes of each of the decisions above:**

**a. Choosing to do nothing, keep the information and written description to yourself.**

- You may experience fear for your personal safety.
- You may experience denial or confusion surrounding the incident especially if alcohol or other drugs were involved.
- You may experience self-blame.
- You may wish to erase the incident from your memory and experience subsequent difficulty in remembering what happened, or specific memories and details of the incident may return to you hours, days, or after longer periods of time following the incident.
- You may experience generalized feelings of anger that you cannot explain.
- The perpetrator experiences no imposed consequences for the act of violence.
- The perpetrator may try to get away with the same behavior again.

**b. Seek assistance and support from a counselor (on/off campus).**

- Strict confidentiality will be maintained
- Only those whom you choose to tell will know what happened.
- Outcomes identified in #4a. may occur.
- You will sort through various feelings and concerns, working toward regaining a sense of personal control and empowerment.

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- You will be advised of options for reporting.
- A counselor can act as an advocate as you move through the process of recovery.
- On campus counselors are required to make a non identifiable report to the Director of Counseling for the statistical purposes of the Jeanne Cleary Act.
- The Director of Counseling will then file an end of the year report to the Dean of Students, for the statistical reporting of crimes in accordance with the Jeanne Cleary Act.

### **c. Report the incident to Haven House or Bright Horizons personnel.**

- You may experience less control over who knows about the incident.
- You may experience a sense of empowerment in taking steps to regain control over your life.
- Domestic Violence/Sexual Assault (DV/SA) shelter personnel will discuss your options, to enable you to make the best decision for yourself and your situation.
- DV/SA shelter personnel will assist you in reporting to law enforcement, and can act as advocates as you move through the medical and legal systems.
- Victim service agencies/shelters maintain strict confidentiality.
- Outcomes Identified in #4.a. may occur.

### **d. Report the incident to college personnel (Coaches, Faculty, Staff, RA's, RD's, Assistant Dean of Students, Dean of Students, etc.)**

- Efforts will be made to insure confidentiality and to minimize the number of individuals who have to be made aware of the incident.
- Outcomes identified in # 4.a. may occur.
- You will experience less control over who knows about the incident.
- You may experience a sense of empowerment in taking steps to regain control over your life.
- You may experience a sense of empowerment in taking action against the perpetrator.
- College investigatory and disciplinary procedures proceed independently of any action taken in the criminal or civil courts, as determined on a case by case basis. College procedures are not a substitute for criminal court proceedings.
- If the alleged incident occurred in Campus Housing and a police investigation is not warranted, Housing /Residential Life may conduct the investigation.
- If the person accused is an employee, a report will be forwarded to the Human Resources Director, Sexual Harassment Officer, and Professional Conduct Committee; these entities will be involved in the investigation of the alleged violation of professional standards.
- If the accused is a student, A report will be forwarded to the Assistant Dean of Students for investigation of violations of the Student Code of Conduct.
- You will be asked to participate in a **closed** campus judicial hearing to determine if there has or has not been a violation of the Student Code of Conduct.
- Complainant testimony can be provided from a remote location.
- The perpetrator will experience disciplinary sanctions if found in violation of the Student Code of Conduct, or professional standards.
- The perpetrator may be deterred from engaging in the same or similar behavior.
- A report of the incident will be made to the Dean of Students, for the purpose of reporting statistics of crimes, in accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- College Authorities will inform the victim of their right to assistance from the Title IX Coordinator.

### **e. Report the incident to the police.**

- Making a report with law enforcement insures there is a record of the incident (this is important in the case of relationship violence as it acts to document a pattern of behavior). The decision to file criminal charges is determined by the county attorney.
  - Law enforcement is requested to assist in contacting local victim services agencies.
  - Law enforcement personnel will investigate and refer for prosecution when warranted.
  - Law enforcement officials and the court system, despite their best efforts cannot guarantee the complete safety of a victim.
5. No retaliatory actions will be taken against any person for making a complaint in good faith, nor against any member of the Wayne State College community who serves in good faith as an advisor or advocate for the complainant. Likewise, no retaliatory actions will be taken against any person solely because he or she has been named a respondent in a complaint. However, any person who knowingly and intentionally files a false complaint of relationship violence against another will be subject to disciplinary action up to and including termination or expulsion from WSC.

## **II. Guide For Students Who Have Been Sexually Assaulted**

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief and may be feeling a variety of emotions such as fear, anger and helplessness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to return a sense of personal control to the individual's life, and provide them resources to help in their recovery as well as preventing an assault from happening again. There are trained professionals available at Wayne State College who can provide information and support. Students are encouraged to seek help from the resource people and places in this guide.

### **A. What to Do if You Are Sexually Assaulted**

- Go to safe place
- Find emotional support
- Seek medical treatment

**1. Go to a safe place.** The single most important act a victim of violent crime can engage in immediately after the crime is getting to a safe place. A victim of violence should find a place where she/he can feel secure and comfortable, such as a friend's room or apartment, a RA's room, the campus or local police, or a crowded place. If you are in danger or want immediate medical attention, call 9-911, or Campus Security 375-7216. If you are not sure what to do and need to talk to someone call the Haven House at 375-4633 24 hours a day or the 24 hour a day statewide, toll free, and confidential Crisis Line 1-800-876-6238.

**2. Find emotional support.** Call someone you trust, a close friend, your RA, your RD or the crisis line at 375-4633 or 1-800-876-6238. Staff of the SAVE Program/Counseling Center at 375-7321 and Student Health at 375-7470 can provide support. If you prefer to speak with someone anonymously, you can call the statewide crisis line at 1-800-876-6238, or the Rape, Abuse & Incest National Network (RAINN) hotline at 1-800-656-HOPE (4673), or the Gay and Lesbian National Hotline at 1-888-THE-GLNH (843-4564).

**3. Seek medical treatment.** Even if you think you do not have any injuries. Any one who has been assaulted is strongly recommended to go to the hospital emergency room for treatment to insure they have no external or internal injuries, to prevent sexually transmitted infections and pregnancy and to allow for evidence collection. On campus call 375-7216 and request transportation to Providence Medical Center. When you get to Providence ask that a Sexual Assault Nurse be called, these individuals are specially

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trained and sensitive to the needs of individuals who have experienced sexual assault. You can also request that the hospital call an advocate to provide confidential support and help through the exam. You have a right to refuse any part of the medical exam at any time. Individuals are strongly encouraged to get a medical exam to allow for evidence collection and to maintain all legal options. Medical services are also available from Student Health by calling 375-7470.

*Note: Routinely medical personnel are required to contact police whenever treatment is provided for injuries resulting from a crime.*

- If you suspect you were given any type of drug you should be tested within 24 hours of ingestion.
- If you want emergency contraception the medication should be started within 72 hours.
- if you are going to take a HIV prophylaxis the medication should be started within 36 hours.
- If you want evidence collected you should go to the emergency room within 72 hours.
- Physical evidence should be collected as soon as possible. Ideally within the first 24 hours.

Residence Life Assistants **cannot** provide transportation for medical or emergency situations, but may accompany the student for support.

Campus Security can only provide transportation in situations where persons are conscious and able to walk on their own.

On campus call **9-911** for situations requiring an **emergency response**.

### **B. If you are considering reporting the assault**

**1. Preserve all physical evidence of the assault.** If you want evidence collected it is best if you do not bathe, shower, brush your teeth, or go to the bathroom. Do not eat or drink anything. Do not change your clothes. Bring comfortable clothing with you to the hospital to change into after the exam. If you have already changed, put your clothes in a clean paper bag (not plastic) and bring them with you to the emergency room.

Sexual Assault exam kits are provided by Providence Medical Center and cost for the exam is paid by the Wayne PD or Nebraska State Patrol. The hospital must hold the evidence for 30 days. Some people find that reporting the crime has helped them regain a sense of personal power and control. You can talk with SAVE Program or Counseling Center staff about your options. The sooner you make the report the more effective the investigation will be. Filing a report with police ensures that there is a record of the incident with law enforcement.

**2. Write down a description of the incident and the attacker.**

**3. Talk to someone about the incident and decide how you want to proceed...**

- You have the right to choose to do nothing, keep the information and your written description to yourself.
- Seek assistance and support from a counselor, on campus or off campus.
- Report the incident to Haven House or Bright Horizons personnel.
- Report the incident to college personnel.
- Report the incident to police.

**4. Decision Outcomes. The following are possible outcomes of each of the decisions above:**

**a. Choosing to do nothing, keep the information and written description to yourself.**

- Victims of non-stranger (also called acquaintance) sexual assault often don't identify the behavior as sexual assault.
- A common response to sexual assault is to withdraw and never tell any one, delayed reporting is the norm in cases of non-stranger rape.
- You may experience fear for your personal safety.
- You may experience denial or confusion surrounding the incident especially if alcohol or other drugs were involved.
- You may experience self-blame (remember rape/sexual assault is NEVER the fault of the victim).
- You may wish to erase the incident from your memory and experience subsequent difficulty in remembering what happened, or specific memories and details of the incident may return to you hours, days, or after longer periods of time following the incident.
- You may experience generalized feelings of anger that you cannot explain.
- The perpetrator experiences no imposed consequences for the act of violence.
- The perpetrator may try to get away with the same behavior again.

**b. Seek assistance and support from a counselor (on/off campus).**

- Strict confidentiality will be maintained.
- Only those whom you choose to tell will know what happened.
- Outcomes identified in #4.a. may occur.
- You will sort through various feelings and concerns, working toward regaining a sense of personal control and empowerment.
- You will be advised of options for reporting.
- A counselor can act as an advocate as you move through the process of recovery.
- On-campus counselors are required to make a non identifiable report to the Director of Counseling for the statistical purposes of the Jeanne Clery Act.
- The Director of Counseling will then file an end of the year report to the Dean of Students, for the statistical reporting of crimes in accordance with the Jeanne Clery Act.

**c. Report the incident to Haven House or Bright Horizons personnel.**

Victim service agencies/shelters maintain strict confidentiality.

- Outcomes Identified in #4.a. may occur.
- You may experience less control over who knows about the incident.
- You may experience a sense of empowerment in taking steps to regain control over your life.
- DV/SA shelter personnel will discuss your options, to enable you to make the best decision for yourself and your situation.
- DV/SA shelter personnel will assist you in reporting to law enforcement, and can act as advocates as you move through the medical and legal systems.

**d. Report the incident to college personnel (Coaches, Faculty, Staff, RA's, RD's, Assistant Dean of Students, Dean of Students, etc.)**

- Efforts will be made to insure confidentiality and to minimize the number of individuals who have to be made aware of the incident.
- Outcomes identified in # 4.a. may occur.
- You will experience less control over who knows about the incident.

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- You may experience a sense of empowerment in taking steps to regain control over your life.
- You may experience a sense of empowerment in taking action against the perpetrator.
- College investigatory and disciplinary procedures proceed independently of any action taken in the criminal or civil courts, as determined on a case by case basis. College procedures are not a substitute for criminal court proceedings.
- If the alleged incident occurred in Campus Housing and a police investigation is not warranted, Housing /Residential Life may conduct the investigation.
- If the person accused is an employee, a report will be forwarded to the Human Resources Director, Sexual Harassment Officer, and Professional Conduct Committee. These entities will be involved in the investigation of the alleged violation of professional standards.
- If the accused is a student, a report will be forwarded to the Assistant Dean of Students for investigation of violations of the Student Code of Conduct.
- You will be asked to participate in a **closed** campus judicial hearing to determine if there has or has not been a violation of the Student Code of Conduct.
- Complainant testimony can be provided from a remote location.
- Protection of complainant's past sexual history will be provided on campus. (**Rape Shield**)
- The perpetrator will experience disciplinary sanctions if found in violation of the Student Code of Conduct.
- The perpetrator may be deterred from engaging in the same or similar behavior.
- A report of the incident will be made to the Dean of Students, for the purpose of reporting statistics of crimes, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- College Authorities will inform the victim of their right to assistance from the Title IX Coordinator.

### **e. Report the incident to the police.**

- Outcomes identified in #4.a. may occur.
- Making a report with law enforcement insures there is a record of the incident.
- Sexual assault exam kits are provided by Providence Medical Center and billing for the exam goes to the Wayne PD or NE. State Patrol. If the victim has insurance, law enforcement agencies are required to pay all deductibles or out of pocket expenses incurred by the victim for the exam.
- Law enforcement are requested to assist in contacting local victim services agencies.
- Law enforcement personnel will investigate and refer for prosecution when warranted.
- Law enforcement is required to report any incidents of forcible or nonforcible sex offenses that occur (on campus, in or on noncampus buildings or property, and on public property as defined in subsection 6 A i,ii,iii of the Jeanne Clery Act) to the Dean of Students for the purpose of reporting statistics of crime in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

5. No retaliatory actions will be taken against any person for making a complaint in good faith, nor against any member of the Wayne State College community who serves in good faith as an advisor or advocate for the complainant. Likewise, no retaliatory actions will be taken against any person solely because he or she has been named a respondent in a complaint. However any person who knowingly and intentionally files a false complaint of sexual assault against another will be subject to disciplinary action up to and including termination or expulsion from WSC.

### III. Guide for Students who have been Stalked

Stalking can be difficult to identify at first. Anyone can be a victim of stalking. Relationship violence survivors can be victims of stalking. These stalkers often use threats that only the victim will recognize. Many cases start or end as sexual assault. Never underestimate the stalker's potential for violence, the situation will not go away by itself. What is happening to you is not normal, not your fault, and not caused by anything you have done. This guide is designed to return a sense of personal control to the individual's life, and provide them resources to assist in their recovery, as well as prevent the stalking from happening in the future. There are trained professionals available at Wayne State College who can provide information and support. Students are encouraged to seek help from the resource people and places in this guide.

#### A. What to do if You are Stalked

- Get help
- Do not Attempt to Handle the Situation Alone
- Take Care of Yourself

**1. Get help.** If you are in danger or need immediate assistance on-campus call 9-911 or Campus Security 375-7216. Consider going to the police 376-2626 to file criminal charges and/or obtain a protection order. Contact the SAVE Program/Counseling Center 375-7321 for information and support.

**2. Do not attempt to handle the situation by yourself.** Tell someone. Inform your family, friends, roommates RA's, RD's, Instructors, employers. Everyone needs to know to be able to help. Document the behavior (date, time, place, what happened, any witnesses) and give a copy to someone you trust. Save all physical evidence, written materials, notes, letters, envelopes, etc. Do not erase answering machine messages. Do not delete e-mail or instant messaging.

**3. Take care of yourself.** Possible effects experienced by individuals who have been stalked: anger, fear, depression, inability to trust, changes in sleeping and/or eating patterns, exhaustion and/or frequent crying spells, inability to concentrate on your job or school work and declining work or academic performance. Remember you are not going crazy. Your mind and body are reacting to extreme stress caused by the continuing victimization. Talking to someone who is trained to work with victims and survivors may help; call Haven House 402-375-4633 or Bright Horizons 402-379-3798 or Statewide 1-800-876 6238. Support and services are also available through the SAVE Program /Counseling Center 375-7321.

**B. What to do if you are stalked, harassed or abused online.** Stalking victims feel unsafe to travel outside their homes; victims of online stalking experience the same fears, as the intrusion is happening in their home. Online stalking may lead to other forms of harassment; the targeted victim and the community must take it seriously.

Please refer to the Wayne State College Ethical Computer Use Policy available online on the Wayne State College website.

*Note: the following are not intended to take the place of police involvement.*

- Don't get rid of e-mails. Contact the Wayne State College Network Services Office for help by calling the Technology Help Desk at 375-7107. This help can be in the form of a standard electronic letter clearly informing the sender of the unwanted contact and listing the possible repercussions if the warning goes unheeded.
- If contact continues after the sender has been notified (directly or indirectly), the offenses become aggravated stalking.
- If someone forges your name on Usenet posts, do the same as above.

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- Help is available by contacting one of the following:
  1. Call Campus Security 375-7216
  2. Call WSC Technology Help Desk at 375-7107
  3. Call the State Patrol
  4. Call the FBI Computer Crimes Unit

### **C. If you are considering reporting the Stalking**

**1. Preserve all physical evidence of the stalking.** Do not destroy anything. Keep all written correspondence; notes, letters including the envelopes, keep all objects or items left at your place of residence, work, or school. Do not erase any messages left on your answering machine, or delete any e-mails or instant messaging. Document with photos of possible items or objects, and where they were left. Take photos of the stalker, if it can be done safely, to document that the stalker was in your vicinity.

**2. Write down a description of the incidents and the stalker.** Keep a log of date, time, place, what happened and witnesses.

**3. Talk to someone about the incidents and decide how you want to proceed.**

- You have a right to choose to do nothing.
- Seek support from a counselor on or off campus.
- Report the incidents to Haven House or Bright Horizons personnel.
- Report the incidents to college personnel.
- Report the incidents to police.

**4. Decision outcomes. The following are possible outcomes for each of the decisions above.**

**a. Choosing to do nothing.**

- Stalking is difficult to identify at first. Initially you may not feel there is any cause for alarm. Remember the situation will not go away by itself. If the behavior escalates and becomes more overt, this presents a very real threat to your safety, and you may have to make a different decision on how to handle the situation.
- You may experience a variety of emotions and physical responses that make you feel as if you are going crazy and are not in control of your life.

**b. Seek support and assistance from a counselor on or off campus.**

- You will sort through various feelings and concerns, working toward regaining a sense of personal control and empowerment.
- You will be advised of options for reporting.
- A counselor can act as an advocate as you move through the process of recovery.

**c. Report the incident to Haven House or Bright Horizons personnel.**

- You may experience a sense of empowerment in taking steps to regain control over your life.
- DV/SA shelter personnel will discuss your options, to enable you to make the best decision for yourself and your situation.
- DV/SA shelter personnel will assist you in reporting to law enforcement and can act as advocates as you move through the legal systems.

**d. Report the incident to college personnel (Coaches, Faculty, Staff, RA's, RD's, Assistant Dean of Students, Dean of Students, etc.)**

- Remember in the case of stalking it is recommended that you inform as many people as necessary, this includes many of the persons listed above.
- You may experience a sense of empowerment in taking steps to regain control over your life.
- You may experience a sense of empowerment in taking action against the perpetrator.
- College investigatory and disciplinary procedures proceed independently of any action taken in the criminal or civil courts, as determined on a case by case basis. College procedures are not a substitute for criminal court proceedings.
- If the alleged incident occurred in Campus Housing and a police investigation is not warranted, Housing /Residential Life may conduct the investigation.
- If the person accused is an employee, a report will be forwarded to the Human Resources Director, Sexual Harassment Officer, and Professional Conduct Committee, these entities will be involved in the investigation of the alleged violation of professional standards.
- If the accused is a student, a report will be forwarded to the Assistant Dean of Students for investigation of violations of the Student Code of Conduct.
- You will be asked to participate in a closed campus judicial hearing to determine if there has or has not been a violation of the Student Code of Conduct.
- Complainant testimony can be provided from a remote location.
- The perpetrator will experience disciplinary sanctions if found in violation of the Student Code of Conduct.
- The perpetrator may be deterred from engaging in the same or similar behavior.
- College Authorities will inform the victim of their right to assistance from the Title IX Coordinator.

**e. Report the incident to the police.**

- Making a report with law enforcement insures there is a record of the incident (this is important in the case of stalking as it acts to document a course of conduct).
- Law enforcement is requested to assist in contacting local victim services agencies.
- Law enforcement personnel will investigate and refer for prosecution when warranted.
- Law enforcement officials and the court system, despite their best efforts cannot guarantee the complete safety of a victim.

5. No retaliatory actions will be taken against any person for making a complaint in good faith, nor against any member of the Wayne State College community who serves in good faith as an advisor or advocate for the complainant. Likewise, no retaliatory actions will be taken against any person solely because he or she has been named a respondent in a complaint. However, any person who knowingly and intentionally files a false complaint of stalking against another will be subject to disciplinary action up to and including termination or expulsion.

#### IV. Guide for Students / Employees who have Been Sexually Harassed

This guide is designed to return a sense of personal control to the individuals' life, and provide them resources to assist in their recovery, as well as prevent the harassment from happening in the future. There are trained professionals available at Wayne State College who can provide information and support. Students are encouraged to seek help from the resource people and places in this guide.

##### A. What to do if you believe you have been Sexually Harassed

###### Report the incident

1. Individuals who believe they have been sexually harassed should contact their supervisor, Department Director, School Dean, Department Head, Vice President, the SAVE Program/Counseling Center, or Sexual Harassment Officer.
2. Individuals who have observed and/or become aware of a sexual harassment or suspected sexual harassment incident should contact the SAVE Program/Counseling Center.
3. Specific complaint procedures are dependent upon who the respondent to the complaint is.
  - a. **Against Wayne State College employees** – the Sexual Harassment Officer is contacted.
  - b. **Against Wayne State College students** - the Vice President & Dean of Students is contacted.
4. Incidents received by or forwarded to the Sexual Harassment Officer or Vice President and Dean of Students **must be investigated immediately** for two important reasons: a. to respond to the complaining party to find out if the allegations made are true; and b. to protect the reputation of the accused harasser.
5. No retaliatory actions will be taken against any person for making a complaint in good faith, nor against any member of the Wayne State College community who serves in good faiths as an advisor or advocate for the complainant. Likewise, no retaliatory actions will be taken against any person solely because he or she has been named a respondent in a complaint. However, any person who knowingly and intentionally files a false complaint of sexual harassment against another will be subject to disciplinary action up to and including termination or expulsion from WSC.
6. When a complaint is received by the Sexual Harassment Officer or the Vice President and Dean of Student, the sexual harassment principals will meet as soon as it is practically possible to determine how the investigation will be handled.
7. The President and the affected Vice President will be informed that a complaint has been received and how the investigation is being handled.