



UNIVERSITY of HAWAII[®]
HAWAII
COMMUNITY COLLEGE

SEXUAL ASSAULT POLICY

(Adapted from the University of Hawai'i at Hilo Student Sexual Assault Policy)

Introduction & Guiding Philosophy

Hawai'i Community College (HawCC) does not condone or tolerate acts of sexual assault perpetrated by or against members of its student, staff and faculty community. As an institution of higher education, HawCC is committed to ensuring that all students, regardless of their background or identity, have access to a quality learning experience and the opportunity to pursue their academic goals in a safe, supportive learning environment. Further, all forms of sexual violence, including rape and sexual assault, interferes with students' abilities to be active, engaged learners. As such, the College is actively committed to reducing and eradicating the incidence of sexual violence and ameliorating the root causes that lead to sexual violence, as well as providing appropriate support to victims and survivors when an act of sexual violence does occur.

Definitions

The scope of "sexual assaults" covered by this policy includes rape, acquaintance rape, and other sexual acts directed against another person, forcibly and/or against that person's will; or when the individual is incapable of giving consent because of her/his youth or because of her/his temporary or permanent mental or physical incapacity (including incapacity due to drugs or alcohol). Sexual assault does not require the use of physical force and can be the result of a threat, expressed or implied that places a person in fear of bodily injury.

Prevention Efforts

Through a variety of curricular and co-curricular programs, HawCC strives to provide individuals with the information, skills and values necessary to help reduce the risk of sexual violence and prevent it from occurring in the first place. We believe that both men and women should be active partners in dialogue about this issue, and that the responsibility for providing sexual violence prevention education is distributed across all campus constituents and administrative areas. Because of their close relationship with students, faculty members serve a particularly important role in helping to educate students about sexual assault. Attention is given to capitalizing on the unique culture of Hawai'i to ensure educational efforts and prevention strategies are culturally relevant.

Specific initiatives to educate the campus community may include, but are not limited to, the following:

- The **Counseling Center** coordinates curricular and co-curricular programs targeted to new first-year students at orientations that address personal safety, risk reduction strategies, and available campus resources.
- The **Campus Security Office** schedules presentations throughout the academic year for students, staff and faculty regarding personal safety and crime prevention; and
- The **UHH Women's Center** sponsors events and activities to increase campus awareness about issues related to sexual violence as well as facilitate student, faculty and staff partnerships in prevention efforts and initiatives to foster a safe campus community. These events are open to all HawCC community members.

Intervention Efforts

HawCC is committed to ensuring that students who are the victims/survivors of sexual assault are treated in a respectful, supportive and caring manner. When a sexual assault is reported to the University, we are committed to ensuring that:

- A victim/survivor's safety, privacy and confidentiality is preserved to the greatest extent possible;
- S/he is able to access advocacy, medical, mental health and other support services both on and/or off-campus in a timely manner with minimal hardship;
- Reasonable academic and other accommodations will be instituted to facilitate the victim/survivor's recovery;
- Accurate and complete information about all options for recourse, including judicial, civil and criminal, will be communicated to the victim/survivor;
- A victim/survivor will be empowered with regard to choosing her/his options for recourse; and
- A victim/survivor's choices will be honored to the greatest extent possible and will not influence the manner in which the University provides advocacy or support to that individual.

The University takes all allegations of sexual assault seriously and is obligated to respond with due diligence and implement actions and consequences accordingly that ensure the safety of our community. Should a victim/survivor wish that the incident not be investigated, the College will work with her/him to honor her/his wishes whenever reasonable and possible.

Students who wish to report an allegation of sexual assault are strongly encouraged to ask about confidentiality issues and the extent of privacy that will be accorded when they report the incident.

Campus Security Authorities

Victims/survivors of sexual assault can contact or be referred to any of the Campus Security Authorities (CSA) on campus for information, empathy, and guidance as to what to do next. Resources will be used from the following HawCC and UHH resources:

- Counseling Centers
 - UHH Student Medical Services
 - Student Affairs (which includes the UHH Women's Center)
 - Campus Security Office
- The role of the each CSA is to:
- Respond in a coordinated manner to reports of sexual assault following the College protocol described below;
 - Provide support, assistance and information to the victim/survivor; and
 - Notify campus administrators about incidents of sexual assault so that appropriate action may be taken if necessary, such as informing the campus community of a possible threat to campus safety.
- To ensure quality and consistency of response, the Administration will arrange annual training programs for the campus community regarding procedures for assisting persons reporting sexual assault incidents.

Campus Procedures for Reporting Sexual Assaults

A student who believes s/he has been the victim/survivor of sexual assault is encouraged to contact any Campus Security Authority. Contact information is available at Campus Security and on the HawCC Campus Security web site: <http://hawaii.hawaii.edu/security>.

If the student requires immediate medical attention and/or is in life-threatening danger, s/he should call **emergency** assistance (911) or Campus Security (854-1420) immediately. When a student reports a sexual assault to Campus Security, the security officer will take information about the incident, refer her/him to medical treatment, complete an Incident Report form, inform the student about her/his option to notify the police and/or the Vice Chancellor for Student Affairs (VCSA).

Campus Procedures for Referring Victims/Survivors to Appropriate Resources

Sometimes a student may disclose a sexual assault to another member of the campus community, such as a faculty or staff member or a friend. Disclosing a sexual assault occurs under varying circumstances. In some situations, it is an immediate crisis, but in other instances, the person may disclose an incident that occurred several months or years ago. If the student requires immediate medical attention and/or is in life-threatening danger, s/he or the person contacted should call emergency assistance (911) or Campus Security (854-1420). However, in almost all instances the appropriate action for a member of the College community to take if a student discloses a sexual assault is to refer her/him to a Campus Security Authority. If the victim/survivor discloses the incident to a College employee, s/he should inform the victim/survivor that the employee is obligated to inform the Vice Chancellor for Student Affairs of the report. When an individual discloses a sexual assault, the person receiving the information is encouraged to follow the suggestions described in Appendix A, *“Suggestions for Supporting a Person Disclosing a Sexual Assault.”*

Confidentiality

Efforts to maintain confidentiality will be exercised to the greatest extent possible. However, appropriate members of the College community will be informed that an incident of sexual assault has been reported. Certain information may need to be disclosed to appropriate administrators, the accused individual(s), and witnesses in order to conduct an investigation. Information may also be disclosed if required by law, rule, regulation, or by order of the court.

Campus Procedures for Responding to Victims/Survivors of Sexual Assault

When a victim/survivor contacts a Campus Security Authority, the CSA will follow the protocol described below (or contact another CSA/individual who may be more appropriate to counsel the victim):

1. Refer the victim to medical treatment: The responder will urge the victim to seek medical treatment for injuries, receive prophylaxis for HIV/sexually transmitted infections, and get testing/education regarding pregnancy risks. The responder and/or the Nurse will inform the victim/survivor that s/he may request the presence of a professional staff member during a medical examination.
2. Refer the victim to a forensic medical examination and urge victims/survivors of sexual assault to go to the emergency room at a community medical center for a forensic medical examination in addition to obtaining medical treatment. Forensic examinations are best conducted within 72 hours of a sexual assault for evidence to be valid should criminal proceedings be pursued. To preserve as much evidence as possible, victims/survivors should be advised not to perform any personal hygiene until the examination is complete. The CSA can arrange for a staff member to accompany the victim to the medical center and arrange for an advocate from a sexual assault response center such as the YWCA to be present with the victim during the examination if s/he wishes. **Victims/survivors are strongly encouraged to contact Sexual Assault Support Services at (808) 935-3215 if they wish to file criminal charges for the assault, or think they might wish to in the future. Sexual Assault Support Services can also assist with making arrangements for a forensic medical examination.**

3. Provide and/or refer the victim to support services: The responding CSA will arrange for immediate access to support services, which may include both on-campus and off-campus services. Available support services are listed in Appendix B. In some situations, others involved in and/or affected by the incident, such as friends, may also benefit from supportive services such as crisis intervention. The CSA will refer such individuals to Counseling Services in order to address their needs.
4. Arrange accommodations for the victim: The responding CSA may arrange for appropriate accommodations for the victim, such as changing academic or victim employment, if requested by the victim/survivor and if such accommodations can be reasonably made.
5. Inform the victim about options for recourse. The responding CSA will inform the student about the option and right to notify law enforcement and the option and right to be assisted by campus authorities, if the person so chooses. The CSA will also inform the victim/survivor of her/his option to request a restraining order (also referred to as an order of protection or an injunction) against the accused individual and about the process to do so. Restraining orders are issued by the courts, not by the College. If the accused individual is not a Hawai`i Community College student or staff, the victim/survivor may wish to request of the judge that the accused individual not be permitted to be on the HawCC campus. If a victim/survivor requests a restraining order, it is the responsibility of the accused individual to request of the judge that any conditions of the order not adversely affect her/his ability to remain in school and/or be employed on campus. If a victim/survivor obtains a restraining order against another individual, it is her/his responsibility to notify law enforcement officials if that individual violates the order.
 - If the Vice Chancellor for Student Affairs is informed that the accused individual is not a Hawai`i Community College student, the VCSA will inform the Auxiliary and Facilities Services Manager or the Police who will then assume responsibility for the investigation. Individuals who are not students may be banned from campus.
 - If the accused individual is a University of Hawai`i student whose home campus is not HawCC, the Vice Chancellor for Student Affairs will notify the chief student affairs officer at the accused student's home campus. In these cases, it is the responsibility of the home campus to investigate the incident and carry out its student conduct code procedures. HawCC personnel will cooperate fully with officials from other HCC and UH campuses in such situations.
 - If the accused individual is a University/College employee, the respective Vice Chancellor will notify the individual's supervisor and applicable policies and procedures will be followed.
6. Inform the Vice Chancellor for Student Affairs and the Vice Chancellor for Administrative Affairs: The responder will notify the Vice Chancellors for Student Affairs and for Administrative Affairs, or their respective designee, of a report of an incident of sexual assault (without disclosing the name of the victim/survivor). In consultation with the Campus Security Officer(s) and other administrators as necessary, the Vice Chancellors will determine appropriate action to be taken, including whether a campus-wide public announcement is warranted (see "Campus & Public Announcements" section below).

Campus Procedures for Investigating Sexual Assaults

The College will follow the protocol described below when a victim/survivor reports an incident of sexual assault.

1. A report will be documented in writing and submitted to the Campus Security Officer on duty. The report may be written by the victim/survivor or by an individual to whom the incident was disclosed. If the victim or accused is a student, the Campus Security Officer will immediately notify and submit a copy of the report to the Vice Chancellor for Student Affairs, as well as notify the Auxiliary and Facilities Services Officer and the Vice Chancellor for Administrative Affairs. If the victim or accused involves a staff member or individual(s) not a Hawai'i Community College student or staff member, the Campus Security Officer will immediately notify and submit a copy of the report to the Vice Chancellor for Administrative Affairs, who will communicate the situation as appropriate with the other Administrators.
2. The appropriate Vice Chancellor will initiate an investigation following the procedures set forth as part of this Sexual Assault Policy. Sexual assault is a violation of the Student Conduct Code and the College/University employee policies against Sexual Harassment/Assault and Workplace Violence. All proceedings will be handled according to due process, ensuring that both the victim/survivor and the accused student/staff have their rights to due process upheld.
3. While an investigation is being conducted, the College may take any action it believes is appropriate against an accused individual, including but not limited to temporarily suspending or removing her/him from campus and/or from employment.
4. If the incident occurred off-campus and the accused person(s) is a HawCC student, the Vice Chancellor for Student Affairs may initiate an investigation or other appropriate action.
5. The College reserves the right not to charge a victim/survivor who reports an incident of sexual assault with violating the Student Conduct Code/Employment Policies if the incident involves her/his use of alcohol or other drugs or other possible violations of respective University/College codes and policies.
6. The respective Vice Chancellor will offer resources for personal support to an accused student/staff, such as referring her/him to a counselor. The role of the support person is not to advocate for the accused student/staff, but rather to provide personal support and assistance to ensure her/his wellbeing, as well as, offer referrals for assistance. Efforts will be made to avoid any potential conflicts of interest.
7. If the investigation leads to a student conduct hearing, the Vice Chancellor for Student Affairs may accommodate the victim/survivor with special arrangements during the hearing, such as **not** requiring her/him to be in the same room at the same time with the accused student, if requested by the victim/survivor, if the accommodations can be reasonably made, and if the accommodations do not violate the right to due process of the accused student/staff. Both the victim/survivor and the accused student/staff may have an advisor of their choice (other than an attorney) present at hearings, although the advisor is not permitted to speak or directly participate in the hearing. All hearings will be closed unless the accused student/staff requests to open the hearing; even then, consent must be granted by the victim/survivor. The victim/survivor may submit a victim impact statement to be considered by the Student Conduct Board/Employee Discipline Committee as part of the hearing proceedings.

Consequences for Students Found Responsible for Sexual Assault

Upon completion of an investigation and subsequent proceedings of the student disciplinary process, students who are found responsible for sexual assault will be held accountable for their actions. Sanctions may include but are not limited to being placed on warning or probation, loss of certain privileges, providing restitution, and/or being suspended or dismissed from the University/College. In addition to any sanctions imposed by the Administration or the Student Conduct Board, a student may be subject to the following consequences:

- Student-Athletes: Student-athletes may be terminated from an athletic team and may have her/his athletic scholarship revoked or terminated by the University/College if found responsible for sexual assault.
- Student Employees: Students who work on-campus may be terminated from their jobs by the University/College if found responsible for sexual assault, particularly if the on campus place of employment is one in which the victim/survivor may be required to visit.
- Student Organizations: Chartered student organizations (CSOs) and Registered Independent Student Organizations (RISOs) found to condone, promote, or be involved in activities relating to sexual assault may have their University/College recognition withdrawn and/or other sanctions imposed by the University/College.
- Student Leaders/Officers: Students holding positions of leadership and/or service on campus, such as in student government, and who are responsible for sexual assault may be terminated from such positions. Students aspiring to such positions are ineligible to hold them if they are not in good disciplinary standing with the College.
- Special Program Participants: Students who are not in good disciplinary standing or who are accused of a Student Conduct Code violation which is pending may be ineligible for participation in special programs such as National Student Exchange, international exchange programs, and study abroad programs.
- The application of the College sexual assault policy does not preclude the application of any other relevant College/University policy, rule, or regulation.

Relationship to Other Policies and Legislation

1. Hawai'i Community College, as a part of the University of Hawai'i System, is subject to the System's Sexual Assault Policy: [The University of Hawai'i System Executive Policy E1.204, "Sexual Assault Policy and Procedural Guidelines,"](#) is the System-wide policy prohibiting sexual assault within all institutions under the auspices of the University.

The policy authorizes Chancellors or their designees to implement procedures for their respective campuses for responding to reports of sexual assault, and to use the executive policy and procedure as a guide to develop a similar protocol tailored to the organizational structure of their respective campus. This HawCC sexual assault policy is intended to supplement and comply with the scope and procedural guidelines of the University of Hawai'i Community College System policy and to fulfill the requirements of the Higher Education Act of 1965, the Higher Education Opportunity Act as amended in 2008, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended in 1992, 1998, and 2000 (formerly the Crime Awareness and Campus Security Act of 1990).

2. Hawai'i Community College, as a part of the University of Hawai'i System, is subject to the System's Sexual Harassment Policy: The University of Hawai'i System Executive Policy E1.203, "Policy on Sexual Harassment and Related Conduct," is the System-wide policy prohibiting sexual harassment within all institutions under the auspices of the University.

The policy prohibits conduct that may involve sexual assault. Accordingly, the University may consider both policies when investigating complaints of sexual assault.

3. Hawai'i Community College, as a part of the University of Hawai'i System, is subject to the System's Workplace Nonviolence Policy: The University of Hawaii System Executive Policy E9.210, "Workplace Nonviolence," prohibits violence in the workplace. The policy affirms the University's commitment to maintaining a safe and secure environment for students, employees (including administrators, faculty and staff), visitors, and other members of the University/Campus community. Victims of sexual assault who wish to file a complaint with the University/College have the option of using campus procedures for sexual assault or procedures for workplace nonviolence.
4. Hawaii Penal Code: Sex offenses, as defined in the Hawaii Penal Code, Part V, Sections (707) 730-733, may be subject to criminal prosecution.
5. Campus Sexual Assault Victims' Bill of Rights: The U.S. Congress enacted the "Campus Sexual Assault Victims' Bill of Rights," sometimes referred to as the Ramstad Act, in 1992 (Public Law: 102-325, section 486(c)). This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. These rights include the following: *The accuser and accused must have the same opportunity to have others present at campus disciplinary proceedings; both parties shall be informed of the outcome of any disciplinary proceeding; victims/survivors shall be informed of their options to notify law enforcement authorities; victims/survivors shall be notified of counseling services; and victims/survivors shall be notified of options for changing academic and living situations if so requested and if such changes are reasonably available.*
6. Jeanne Clery Act: The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act is a Federal law, formerly known as the Crime Awareness & Campus Security Act of 1990, requiring colleges and universities that participate in federal financial aid programs to maintain and disclose information about crime on and near their campuses. Institutions must publish an annual campus security report providing crime statistics, including forcible and non-forcible sex offenses. The report must also include policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures for responding to allegations of sex offenses.

The Clery Act also requires institutions to maintain a public log of all crimes reported to them or those of which they are made aware, as well as to provide timely warnings of crimes that represent a threat to the safety of students or employees.

7. Family Educational Rights & Privacy Act: The Family Educational Rights & Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with FERPA, the Vice Chancellor for Student Affairs or designee may disclose the final results, including only the name of the perpetrator, violation of the Student Conduct Code, and sanction, of a the College's disciplinary proceeding to a victim/survivor of a forcible or non-forcible sex offense. This may include the results of a disciplinary proceeding even if the accused student was not found responsible for the violation. The final decision is shared with the victim/survivor only after s/he signs a statement that s/he understands the information is confidential.

Campus and Public Announcements

As a public higher educational institution, the Administrators of Hawai'i Community College recognize that we have an ethical and fiduciary responsibility to act and respond in ways that minimize risk to our campus community and actively promote a living-learning environment free from fear and coercion. There are times when incidents of violence occur on or near campus that have the potential to affect the wellbeing of students, staff and faculty. The College will provide timely relevant information through appropriate, reasonable mediums (e.g., alerts sent by email and/or on the Campus website) to ensure that members of the campus community have access to information that can enable them to make informed choices about their personal safety.

In consultation with the Campus Security Officers and the Auxiliary and Facilities Services Officer, the respective Vice Chancellor will determine whether a report of sexual assault represents a threat to the safety of members of the campus community. If so, the Vice Chancellor will work with appropriate staff, to make the announcement to the campus community in a timely manner. To protect her/his privacy, the name of the victim/survivor will not be made public. When possible, the victim/survivor will be advised regarding the issuance of announcements. College employees contacted in response to such an announcement should refer inquiries to the Vice Chancellor who is making the announcement.

Records of Sexual Assault

In compliance with the Clery Act, the College is required to provide annual statistics on sexual assault incidents that occur on or near campus. These statistics are public information; however, victims/survivors will not be identified by name. To facilitate the annual reporting of these statistics, the Campus Security Office will maintain confidential records of all reports of sexual assault on or near campus.

APPENDIX A

(adapted from Rutgers: The State University of New Jersey's *Sexual Assault Protocol*)

SUGGESTIONS FOR SUPPORTING A PERSON(S) DISCLOSING A SEXUAL ASSAULT (For Faculty, Staff and Friends)*

The first response is to provide support and basic crisis intervention to the individual. However, victims/survivors of sexual assault may take days, weeks or even years before they can talk about what has happened to them. Talking about sexual violence will often bring up topics difficult to handle. Remember that if someone has chosen you to talk with about a sexual assault, it is because they trust you. Acknowledge that trust by being supportive and non-judgmental. In most instances, the most appropriate action for you to take is to encourage and assist the victim/survivor to seek assistance at the HawCC Counseling Center. A counselor will refer services to support the student. **It is not your job to serve as a counselor to the victim but the way you respond, offer support, and refer her/him for assistance can make a significant impact on her/his recovery.**

Use sensitive and supportive communication with the victim/survivor of sexual assault. Some examples of such communication are listed below.

- **Supportive:** gives victims the sense that they can trust you;
- **Nonjudgmental:** conveys the message that the perpetrator, not the victim, is responsible for the assault;
- **Empathetic:** shows sensitivity to the trauma the victim is experiencing;
- **Non-directive:** encourages the victim to make her/his choices, without pressure;
- **Provides information:** gives the victim information about options available to her/him;
- **Encourages self-directed decision-making:** allows the victim to regain a sense of control through making her/his own choices.

Examples of ways to talk with victims/survivors when they disclose that they have been sexually assaulted include:

- "Thank you for telling me; I realize how hard this is." (*Conveys support and empathy*)
- "May I ask you some questions, so that we can figure out what to do next?" (*Shows respect and is non-directive*)
- "Sometimes when this happens, victims blame themselves - this is not your fault." (*Shows nonjudgment*)
- "There are different options for help; would you like to talk about these?" (*Gives information and encourages the person's decision-making*)
- "May I help you make the call to the Rape Crisis Line?" (*Gives information and helps the victim/survivor link with services*)

APPENDIX B

RESOURCES FOR VICTIMS/SURVIVORS OF SEXUAL ASSAULT

Emergency Response

Police/Fire/Ambulance: 911

Campus Security: (808) 854-1420

ON CAMPUS SUPPORT

Campus Medical Services and Support

(808) 974-7636, Campus Center Room 210 (Upper Campus)

HawCC students are referred to the University Medical Services at the University of Hawai'i at Hilo campus (upper campus) for evaluation, provision of follow-up treatment and care, and even referral for a forensic medical examination at the Hilo Medical Center. For tests not conducted at Student Medical Services, the Nurse will assist with arrangements for testing at an outside laboratory.

Counseling Services

(808) 934-2720 Manono Campus, Bldg 379-5A

The Counseling Center will assist victims in obtaining and referral to professional counseling that includes support for traumatic events such as sexual assault as well as referrals to other mental health services.

UHH Women's Center

(808) 974-7306, Campus Center Room 312 on the Upper Campus)

The Women's Center and HawCC have an agreement that allow HawCC students access to all the services available at the center. Staff at the Women's Center can assist victims of sexual assault with initial consultation and information about available on-campus and off-campus services. The staff works to support a student who has been victimized at her/his request, through the reporting and investigation process.

Vice Chancellor for Student Affairs

(808) 934-2510 Manono Campus, Bldg. 378 – Admin Office

Students who have been assaulted by a HawCC student may report the incident to the Vice Chancellor for Student Affairs office, which will investigate the matter and hold students who are found responsible accountable for their actions.

OFF-CAMPUS SERVICES AND SUPPORT

24-Hour Sexual Assault Crisis Line: (808) 935-0677

Sexual Assault Support Services (SASS) supports victims/survivors of sexual assault and their significant others immediately after an assault via a 24-hour telephone line. Victims/survivors who appear at the Hilo Medical Center or Kona Hospital or report an assault to the police will receive in-person contact with an SASS staff member for support and advocacy 24 hours a day.

**Victim/Witness Assistance Program/Office of the Prosecuting Attorney
655 Kilauea Avenue, Hilo: (808) 934-3306**

Assists individuals by explaining procedures and provides orientation and support to victims and survivors and witnesses through the criminal justice system. Provides information on cases, promotes public awareness of victim/witness concerns, and provides referrals to service agencies providing further assistance to victims/survivors.

**Temporary Restraining Orders (TROs)
Family Court, 777 Kilauea Avenue, Hilo: (808) 961-7500
District Court: 777 Kilauea Avenue, Hilo: (808) 961-7470**

Responsible for administering restraining orders, both temporary and long-term ones. For cases involving family members, relatives or roommates, restraining orders are handled by Family Court; all other cases are handled by District Court. Turning Point for Families (see below) provides assistance with preparing requests for restraining orders administered through Family Court.

**Turning Point for Families, Alternatives to Violence
1266 Kamehameha Avenue, Suite A #5, Hilo: (808) 969-7798**

Peer counseling, education groups and legal help for women and children. Advocacy and help for battered women including services such as preparing and filing requests for restraining orders, therapeutic groups for children under 12, and court-mandated groups for men/women who batter.

**Domestic Abuse Shelter/c/o Child & Family Services
78 Ponahawai Street, Hilo: (808) 959-8864**

24-hour abuse shelter for women and their children who are victims of spouse abuse within their household. Clients may stay up to 60 days and some transportation is provided.

National Sexual Violence Resource Center: (877) 739-3895 (toll free)
24-hour access to information, resources and research regarding sexual assault.

APPENDIX C

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Know that no victim or survivor is ever at fault for their own sexual assault, regardless of their behavior, actions or whereabouts. Every person deserves to live in a safe environment free of violence.
- If you have been sexually assaulted, the most important thing is to take care of your safety and well-being. Get to a place away from the perpetrator and seek family or friends if possible.
- When reporting a sexual assault, document as many details as possible, as soon as possible. Accurate recall of events will fade quickly. Documentation in sufficient detail soon after an incident can serve as more reliable evidence in legal proceedings should they follow.
Specifically:
 - Note the location and time of any events. Describe the number and characteristics of the assailant or assailants. Write down as much detail as possible about the circumstances surrounding the assault as possible. Note if you may have inflicted any injuries on the assailant, e.g., scratched the assailant's face with your nails. A greater level of detail increases the likelihood that the suspect will be apprehended and successfully prosecuted.
 - Maintain as much evidence as possible in its intact state. Do not wipe away or throw away any bodily fluids, secretions or tissue that can be identified. Refrain from brushing your teeth, drinking beverages, removing/changing clothing, or removing/changing bedding, furniture or any fabric/upholstery.
 - Resist the urge to clean up by washing, showering or douching. You may receive a forensic examination to collect sexual assault evidence by a trained health professional at a medical care facility. The specimens that will be collected are very important in establishing the guilt and identity of the assailant. Many of these specimens contain DNA evidence that can provide conclusive proof of the identity of the assailant.
 - Before going to a hospital to receive a forensic examination, it is a good idea to bring an extra change of underwear, clothing and shoes, as these items will likely be kept by the hospital as part of the evidence collection process to be turned over to law enforcement.
- As soon as possible after a sexual assault, be sure to use available counseling or mental health services, including contacting the 24-hour crisis hotline. The sooner that you seek emotional and psychological support, the sooner you can begin the road to recovery. Sexual assault is a very traumatic experience, but many victims/survivors are able to find ways to go on with their lives and turn the experience into a source of strength and wisdom. Talking to others about what happened as soon as possible is critical to the healing process.

APPENDIX D

WHAT MEN AND BOYS CAN DO TO PREVENT RAPE

Because the overwhelming majority of perpetrators of sexual assault and rape are male, boys and men have a special role and responsibility to prevent this form of violence.

It isn't enough to be "against rape." Research shows that the vast majority of heterosexual men would never rape a woman and believe that rape is wrong. Yet, most college men who commit rape fail to recognize their acts as such, even when the victim presses charges. Closely and critically examine the way you treat and feel about women. Might you ever be placing yourself in potentially compromising situations? Do you categorize some women as "loose" or "slutty" and therefore presume they are sexually available? Ask yourself honestly: do you believe in any rape myths or some variation of them? If so, work on changing. **The following are common rape myths:**

It's not rape if:

- They're dating
- There was no force/violence involved
- She didn't fight it
- She went home with him
- She wasn't aware of what was happening

If you have sex under any of the above situations, you may be accused of rape.

Take an active stand **against sexism**. Avoid making sexist jokes or laughing when others tell them. Whether you actively participate in the degradation of women or simply passively listen, you are communicating that you believe women are not as deserving of respect or equal treatment as men are. Jokes, comments, pornography and other forms of media which objectify or sexualize women foster a "rape culture" which justifies and normalizes rape. Remember, too, that every woman is somebody's sister, daughter, mother, girlfriend, etc. Men often expect and demand that the women who are close to them be treated appropriately but some men may fail to afford the same treatment to other women. Treat all women as you would want the women you care about to be treated.

Never assume. Ask straightforward, tactful questions about your partner's sexual boundaries and desires. If you believe you're mature enough to have sex, then you should be comfortable with open, honest communication - even if it means you might get rejected. Refrain from coercive, pressuring techniques. Realize that prevailing gender role norms may inhibit women from being assertive when expressing their sexuality, so when a woman is comfortable enough to be responsible for her own sexuality, she needs to be appreciated for that, not judged. If you are unable to get a clear response from your partner, or sex is being used to manipulate you, it's best to get yourself out of the situation.

Establish clear verbal consent from a sober partner. Research shows that men and women interpret non-verbal signals, dress, and behavior in different ways. Men, in general, more readily interpret behavior such as touching, laughing or consumption of alcohol or other drugs as signs of sexual interest when women are in fact only being friendly or flirtatious; similarly, going up to a man's room, wearing revealing clothing, or dancing in a suggestive manner are often misinterpreted. Unless a woman has given you a verbal, audible and sober "yes," you don't have clear consent for sexual intercourse.

Manage alcohol and other drug use. The vast majority of campus rapes involve alcohol or other drug use on the part of the perpetrator and/or victim. Research studies demonstrate that alcohol increases male sexual aggression by exacerbating the effects of testosterone. Men should especially be aware of their actions at all times.