

Responding to Reports of Relationship Violence, Sexual Assault, and Sexual Harassment

RESPONSIBLE EMPLOYEES

Student Health Services staff, Counseling Services staff, and Local Sexual Assault Advocates (LSAAs) are sources of confidential support for persons affected by relationship violence, sexual assault, and sexual harassment.

All other Albion College employees are considered Responsible Employees, and are required to report allegations of relationship violence, sexual assault, and sexual harassment involving students, faculty, or staff to Kenneth Snyder, Associate Dean of Students and Director for Campus Safety, or Lisa Locke, Director for Human Resources and Title IX Coordinator.

The reporting requirement for Responsible Employees is a federal mandate through Title IX, which is intended to connect survivors to resources and enable the College to take appropriate action to stop the behavior, prevent its future occurrence, and remedy its effects. Employees should report behavior they see directly or any behavior they become aware of, whether verbally, in writing, or through any other form of communication.

What do I do when someone discloses to me?



LISTEN



SUPPORT



REPORT



LISTEN

**Believe, affirm, and
hear the survivor.**

Believe what a survivor tells you. Affirm their experience, and show them that you care about them. Remind them that what happened to them is not their fault. Use active listening skills and avoid distractions like your phone or computer. There is no need to ask investigative questions or to try to find out more information. Just let the survivor share what they are comfortable sharing. Avoid making judgements, and understand that each person reacts to trauma differently and in ways that may not readily make sense to you.

Let the survivor know that you have an obligation to share information about what happened with Campus Safety or the College's Title IX Coordinator. You do not want to discourage someone to share with you, but you do want to give them the opportunity to decide what they want to disclose. Ask the survivor if they would like to speak confidentially to someone in Counseling Services, Student Health Services, or a Local Sexual Assault Advocate (LSAA). Those individuals do not have an obligation to report, and they are trained to help survivors understand resources and their options to report.





SUPPORT

Connect the survivor to appropriate resources.

If there is an immediate concern for an individual's safety, contact Campus Safety at 517-629-1234 or ext. 1234 on a campus phone.

Encourage the student to seek help through appropriate resources including:

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- **Counseling Services** (517-629-0236 or ext. 0236) provides free, confidential counseling for students, and can help survivors understand their options on and off campus. Counseling Services staff can be reached after hours by calling Campus Safety at 517-629-1234 or ext. 1234 and asking to speak with the Counselor on Call.
- **Student Health Services** (517-629-0220) for access to health care, including pregnancy and STI testing for students.
- **Local Sexual Assault Advocates (LSAA)** are members of the College community who have been trained to offer support, advocacy, information, and referrals exclusively to current Albion College faculty, staff, and students who are affected by sexual assault. A list of current LSAs can be found online at bit.ly/2NJLvSM.
- **Sexual Assault Services of Calhoun County** (888-383-2192) provides 24/7 counseling, healthcare, and advocacy for sexual assault survivors.
- **National Sexual Assault Hotline** (1-800-656-4673)
- **Michigan Sexual Assault Hotline** (1-855-VOICES4 or 1-855-864-2374)
- **National Domestic Violence Hotline** (www.thehotline.org, 1-800-799-7233)

NON-CONFIDENTIAL

- Accommodations in academic, living, transportation, and working situations by contacting **Student Affairs or the College's Title IX Coordinator**. Survivors may request these accommodations regardless of whether or not they choose to submit a formal complaint about the incident to the College or to civil authorities. The College will provide such accommodations if they are reasonably available.
- **Albion Department of Public Safety** (911 or 517 629-3933)



REPORT

Kenneth Snyder,
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or

Lisa Locke, Director for
Human Resources and
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Reporting should be viewed as connecting the survivor with the campus personnel whose responsibility it is to assist students in addressing these matters. Consider making your report in the form of a referral. Remind the student of your obligation to share the information (including date, time, location, individuals involved, and a description of the incident). Offer to make the report with the survivor, or see if the student would prefer going with you to one of those offices to report. If making the report with the student is not possible, make sure you let them know who you are going to contact and when, and follow up with the student after you report.



What happens after I report?

The College is required by the Violence Against Women Act to provide reporting options and other resources in writing to survivors of dating violence, domestic violence, sexual assault, and stalking. After you report, a trained investigator from Campus Safety will normally contact the student through email and ask if they wish to file a formal complaint. This may also be done by a Student Affairs staff member who is not a Campus Safety officer, depending on the circumstances. If the student doesn't want to meet or file a complaint, an electronic copy of the Albion College Relationship Violence and Sexual Assault Handbook will be emailed to the student. The case will then be evaluated to determine whether the College needs to take any additional action. If not, the case will be closed.

If the student chooses to file a formal complaint, they will normally meet with a Campus Safety staff member for an interview. Students have the right to bring an adviser of their choice with them to the meeting. Campus Safety staff members will normally conduct an investigation.

Complaints against students are normally processed in accordance with the Relationship Violence and Sexual Assault Hearing Process (www.albion.edu/handbook). The decision to charge a student in the College's judicial process depends on whether there is sufficient information available to warrant the charges and whether the student making the complaint wants to pursue charges in the judicial process.

Complaints against employees of the College are normally processed according to the Albion College Policy and Procedures for Addressing Complaints of Sexual Harassment (www.albion.edu/shp).

In order to protect other members of the College community, the College may sometimes pursue disciplinary action against an individual even when the person who made the report chooses not to participate in any way.

Survivors have the right and are encouraged to pursue a complaint against the accused in the legal system if a crime is alleged to have occurred. Campus Safety will assist survivors in filing a criminal complaint as requested.

Prohibited Behaviors

SEXUAL ASSAULT

Sexual assault is any sexual activity initiated by an individual that occurs without consent of the individual to whom the sexual activity is directed and/or by force or coercion, including non-consensual sexual contact and non-consensual sexual intercourse.

NON-CONSENSUAL SEXUAL CONTACT

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon another person that is without consent and/or by force or coercion. Non-consensual sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or the clothing covering those parts; or touching others with any of these body parts, clothed or unclothed; or any other intentional bodily contact in a sexual manner.

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-consensual sexual intercourse is penetration, however slight, with any object or body part, of the vagina or anus, or fellatio or cunnilingus that is without consent and/or by force or coercion.

Consent is willingly and verbally agreeing to specific sexual contact or conduct. No one who has been forced or coerced into sexual activity can consent. No one who is impaired by alcohol, other drugs, or prescribed medication can consent. Engaging in sexual activity with an individual who one knows or reasonably should know to be impaired is a violation of this policy.

Force is the use or threatened use of physical violence or imposing on someone physically to gain sexual access.

Coercion is unreasonable pressure for sexual activity, including continued pressure for sexual activity once an individual communicates disapproval for that activity, non-physical threats, or implied threats.

DATING VIOLENCE

Dating violence occurs in a relationship of a romantic and intimate nature. Dating violence may occur in either of the following two ways:

- An intentional pattern of assaultive and controlling behaviors that cause fear, degradation, or humiliation. These behaviors may include, but are not limited to, threats, including threats to leave the individual or threats of self-harm, destruction of property, or orally abusive behavior.
- Any use or threatened use of physical force or violence, including sexual assault or other nonconsensual sexual activity.

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LISTEN



SUPPORT



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DOMESTIC VIOLENCE

Domestic violence occurs in the following relationships: spouses or former spouses, individuals who are or were in a dating relationship, or individuals who have a child in common. Domestic violence may occur in either of the following two ways:

- An intentional pattern of assaultive and controlling behaviors that cause fear, degradation, or humiliation. These behaviors may include, but are not limited to, threats, including threats to leave the individual or threats of self-harm, destruction of property, or orally abusive behavior.
- Any use or threatened use of physical force or violence, including sexual assault or other nonconsensual sexual activity.

STALKING

Stalking is defined as repeated and intentional conduct directed at an individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the individual to whom the conduct is directed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

RETALIATION

Retaliation against a person who reports, files a complaint, or participates in an investigation or other procedures for addressing complaints of sexual assault, dating violence, domestic violence, and stalking will not be tolerated. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of that person's participation in that protected activity. Individuals should notify Campus Safety in a prompt manner if they believe they have been retaliated against so that the behavior can be investigated and appropriate action taken.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other oral or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment, or participation in a College activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment, or participation in a College activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in a College activity.

Definitions of Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation are found in the *2018-2019 Albion College Student Handbook* (www.albion.edu/handbook). For additional information regarding the College's Relationship Violence and Sexual Assault Policy visit www.albion.edu/rvsa.

The definition of Sexual Harassment is found in the Albion College Policy and Procedures for Addressing Complaints of Sexual Harassment. For more information, visit www.albion.edu/shp.

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