



PREVENTION & REPORTING OF A SEXUAL ASSAULT

POLICY

Prevention & Reporting of a Sexual Assault

I. Reporting Authority

The Department of Education has defined a campus security official as follows: any individual or organization specified in the institution's policies as the individual or organization to whom students or employees are to report criminal offenses. This also includes any official with significant responsibility for student and campus activities that does not have significant counseling responsibilities, all security personnel, all administration level officials and all club advisors. These individuals or organizations must report the allegation to the appropriate police / security office. The Dean of Student Affairs is excluded only when that individual's role is as a professional counselor.

An allegation of a sexual assault crime reported to the Campus Security Department must be reported to the Spartanburg County Sheriff's Department. Any security official without significant professional counseling responsibilities must report the crime to the police by dialing 911 and should also assist the victim in contacting the local Sheriff's Office.

The authoritative determination of whether a crime took place is the function of law enforcement professionals working within the criminal justice system. Sherman College of Chiropractic disciplinary policy is in no way limited in its judicial procedures by the determination of a criminal act.

For reporting purposes, if an investigation determines that the allegations are not supported by the facts or the law, the incident need not be disclosed as a campus crime statistic.

If an official with significant counseling responsibilities is the only one made aware of an allegation, and the victim refuses to report the assault, it is the official's responsibility to report the STATISTICS to the Security Department for the annual report. The official may protect the identity of the individual but they must contact the security department if there is a determination that a threat warning should be issued.

II. Safety Procedures for the Campus Community

Students, faculty and staff should be made aware of this information.

A. Prevention is the best protection! The campus community needs to be educated.

- 1 - Request an escort. Security officers are on call to escort you. You can call the Chiropractic Health Center reception desk, or maintenance for an escort.



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- 2 - There is safety in numbers. If you walk, go in pairs or groups. Never walk alone especially at night.
- 3 - Stay near street lights. Avoid shortcuts.
- 4 - Be confident, alert and aware of your surroundings.
- 5 - If asked directions reply from and keep a distance.
- 6 - If you are in trouble SCREAM, YELL for HELP or YELL FIRE.
- 7 - Check your car's back seat before entering and lock the doors as soon as you are in the car.

B. If you're attacked.

- 1 - Do all you can to SURVIVE the attack.
- 2 - Stay calm and consider your options. Surviving the assault is your primary goal. A victim is often chosen because he or she appears frightened, or seems to be daydreaming.
- 3 - It may be more advisable to submit than to be severely injured or killed.
- 4 - Every circumstance is different, but usually if the attacker has a weapon don't resist.
- 5 - You may be able to defeat the attacker by stalling, distracting and fleeing, or bizarre behavior such as vomiting, picking your nose, or drooling and twitching. Or tell the assailant that you have AIDS.
- 6 - Finding and using a weapon is a possibility, but it may enrage your assailant and worsen the situation.
- 7 - Try to get a good description of your attacker.

C. After the assault.

- 1 - GO TO A SAFE PLACE and call security. The county Sheriff's Office should also be notified. The sooner the assault is reported, the greater the chances the attacker will be caught.
- 2 - All physical evidence must be preserved. Do not disturb anything in the area where the assault occurred.
- 3 - Although it will be difficult, do not bathe, shower, douche or destroy any of the clothing you were wearing at the time of the assault.
- 4 - Go to the hospital emergency room for medical care. Ask that notes be taken of all injuries received as a result of the rape. Make sure that you are evaluated for the risks of pregnancy and sexually transmitted diseases.
- 5 - Call someone to be with you. Contact a rape treatment or crisis center for assistance. Counseling can be critical to regaining one's emotional balance following a sexual assault. The Dean of Student Affairs is trained and ready to assist or refer to another competent professional. All college assistance is free and strictly confidential. Off campus support may be obtained thru Safe Homes-Rape Crisis Coalition (1-800-



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273-5066), The Mental Health Center (585-0366), Mary Black Memorial Hospital (573-3000) and Spartanburg Regional Medical Center (560-6000).

- 6 - Write down a description of the assault and the attacker.

III. Procedures for Security and Administration

A. When a report is received.

- 1 - Protect the victim from further harm or embarrassment. If necessary, treat the victim for shock. The victim's well being is our primary concern. Do not leave them alone, or isolated. Assure them they are now safe.
- 2 - Immediately, call security. Security will notify the dean of students, and the president or the president's designated representative. Security will also report or delegate someone to call and report the incident to the Sheriff's office. Security should alert the director of public relations of any crimes reported to off-campus authorities as these have the potential to become public knowledge and could invite media attention. Security will request an ambulance and an officer. The sooner the assault is reported, the greater the chances the attacker will be caught. Call the Security Department and the director of security (cell # 864-909 3682) immediately.
- 3 - The security officer(s) should insure that no one disturbs the scene until the Sheriff's deputies arrive. All physical evidence must be preserved. Do not disturb anything in the area where the assault occurred. Although it will be difficult for the victim, request that they do not bathe, shower, douche or destroy any of the clothing they were wearing at the time of the assault.
- 4 - The director of security and/or a staff member of the same gender as the victim should attempt to obtain a description of the assailant if possible.
- 5 - Insure that the victim is transported to the hospital emergency room for medical care. Have a friend or administrator ride with them. The dean of students or another administrator should be at the hospital. Ask that notes be taken of all injuries received as a result of the sexual assault. Make sure that the victim is evaluated for the risks of pregnancy and sexually transmitted diseases.
- 6 - All communications about the incident, to on- and off-campus audiences, should be coordinated by the Public Relations Office. No one else is to release any statements. Any phone calls or in-person requests by the media should be directed to the Public Relations Office. All statements and interviews will be coordinated through this office, with approval from the president.
- 7 - All media should be hosted on campus by the Public Relations Office. Members of the media should never be left unescorted on campus. Security should alert the Public Relations Office immediately if a member of the media arrives on campus.
- 8 - Follow up. Call someone to be with the victim for a while. Suggest that they contact a rape treatment or crisis center for assistance.



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- 9 - Write down a description of the assault and the attacker. Often after a period of time more details will be remembered by the victim.
- 10 - Inform the campus community of the danger and increase awareness and prevention practices.
- 11 - The victim must be advised that the college will change the academic situation after an alleged sex offense and provide them the options for those changes if requested by the victim.

B. Procedures for a delayed report.

- 1 - Procedures for officials with significant counseling responsibilities
 - a - If confidentiality is requested honor the request by keeping the victim's name confidential. It will be hard to determine if the charges are substantiated or not in this instance. Determine if there is any physical evidence, and if so record it.
 - b - Inform security of the possibility of a sexual assault so that they can heighten security and provide a timely alert, in conjunction with the Public Relations Office, to the campus community. We cannot say that a rape has occurred; rather, "that because of a report of a possible sexual assault in the area we are increasing security and repeating prevention information", etc.
 - c - Do all you can to convince the victim to report the assault.
- 2 - Procedures for the Security Department and officials without significant counseling responsibilities
 - a - Unless you receive the information from a counselor, report the assault to the Sheriff's Department, and alert the Public Relations Office that such a report has been filed.
 - b - Increase security and alert the campus community, in conjunction with the Public Relations Office that a crime has been committed and there is a need for increased care.
 - c - The Sheriff's Department will be responsible for the legal determination as to whether a crime has been committed.
- 3 - Disciplinary actions
 - a - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
 - b - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family



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Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any other sanction that is imposed against the accused.