



**Victim/Survivor Resource Guide
and Respondent Protocol
for Sexual Misconduct**

2011

The Community Sexual Misconduct Awareness and Response Team (CSMART) has produced this document. CSMART is an interdisciplinary coordinating body comprising students, faculty and staff who work with the Denison community to develop and implement prevention, education and response strategies related to sexual misconduct. This document is a guide to protocols for assisting students, faculty, staff, and administrators in their response to sexual misconduct.

I. Purpose

Denison is located in a town that is relatively safe; violent events are uncommon. However, community members here are not immune from dehumanizing behavior like sexual misconduct. We are committed as students, faculty, staff and administrators to continuously address these issues by offering prevention measures, a program of campus-wide education on the subject, and clear and consistent response protocols, as described in this Resource Guide.

II. Procedural Guidelines

This Guide is designed to assist a victim/survivor in understanding response options. Of special importance is information about the reporting responsibilities of persons to whom a victim/survivor might turn for support. This document is intended to clearly delineate for the victim/survivor the difference between a confidential resource vs. a reporting resource and the legal requirements facing certain individuals to report such incidents to Security and local authorities. This Guide explains to readers exactly what steps each support resource will follow when contacted about an assault.

Additionally, this Guide allows for a consistent, transparent and legally compliant response from community members when assisting a victim/survivor. To ensure that the victim/survivor has the full range of support services and to meet our legal obligations, this document will guide communication between the victim/survivor and confidential resources, reporting resources, and public safety officials, including Denison's Office of Security and Safety.

To assist readers, the table of contents is designed to direct the **victim/survivor** to the specific page that outlines the response a victim can expect when contacting various sources of support. These pages will assist the **respondent** in having a helpful and effective dialogue. Furthermore, respondents will be directed to their responsibilities, including University protocol and their status as confidential or reporting resource. Please note that **confidential** resources are in the blue section of the Guide. Persons who, in addition to providing support, will also report the assault to the authorities, are in the green section.

Following the table of contents is a flowchart that differentiates the various resources on campus and their status as confidential or reporting resources.

III. Additional Information

It is important to mention that this Guide will not name specific individuals in their roles at the institution, however, this information can be found at: (insert web address). In particular, certain faculty members are also members of the clergy and are recognized as holding dual roles on campus.

IV. Definitions

Confidential Resource: The ethical principle or legal privilege of a health and/or mental health professional or a member of the clergy to keep private all information relating to sexual misconduct, unless the person providing the information about an assault gives consent to have the information disclosed to others.

Reporting Resource: These persons do not have the legal privilege to hold secret all information relating to reported sexual misconduct. By law, information provided to a reporting resource must be shared with University authorities. That reported information would then be passed on to legal authorities.

Incapacitation: Lacking the ability to make decisions regarding one's own actions using the same criteria as one normally would due to illness, disability, and/or alcohol/drug use.

Coercion: Intimidation through psychological pressure, physical force, or threats, which compels an individual to act against his or her own will.

Consent: Freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or actions. It is the responsibility of the initiator of the sexual activity to insure he or she has consent from the other person to engage in sexual activity.

Sexual Harassment: This includes any unwelcome sexual advance or request for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct shall be considered harassment when it is sufficiently severe, pervasive and persistent as to have the effect of creating an intimidating, hostile or offensive environment.

Sexual Misconduct: Sexual misconduct refers specifically to those forms of sexual harassment that include any non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and can consist of a range of behavior, both actual and attempted, including but not limited to:

- **Non-consensual sexual touching.** The touching of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts;
- **Non-consensual sexual intercourse.** Unwilling or non-consensual penetration of any bodily opening with any objects or body part. This includes but is not limited to penetration of a bodily opening without consent through the use of coercion; and/or
- **Forced sexual intercourse.** Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by threat, force, or intimidation, or through exploitation of another's mental or physical condition of which the perpetrator was aware or should have been aware.

Sexual Assault: Sexual assault is an extreme form of sexual misconduct, and represents a continuum of conduct from non-physical pressure to physical force that compels an individual to engage unwillingly in sexual activity. Examples include but are not limited to:

- attempted or actual rape,
- sexual intercourse (anal, vaginal or oral) without consent by an acquaintance or stranger,
- penetration of an orifice (anal, vaginal, oral) with the penis, finger or other object,
- intentional touching of the genitals, buttocks or breast(s) or other unwanted touching or groping, coercion or force to make someone else touch one's genitals, buttocks or breast(s) or other unwanted touching,
- inducing consent through the use of drugs or alcohol, and/or
- initiating sexual activity with a person who is unable to provide consent due to alcohol, drugs, or other condition.

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Blue = Confidential
Green = Not Confidential

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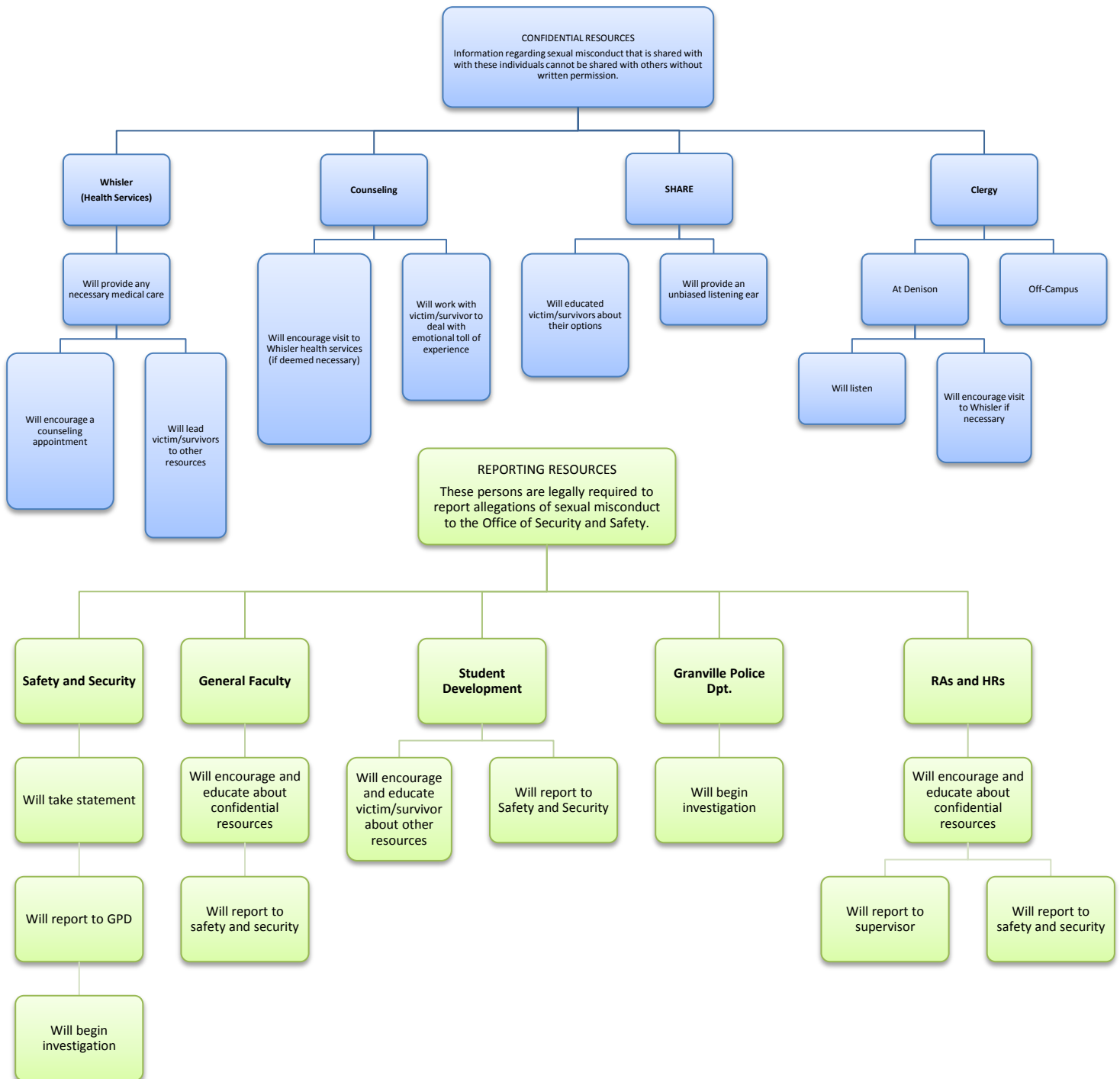
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If you know someone whom you think has been sexually assaulted, we *can* help. Here are your options:



Denison is located in a town that is relatively safe; violent events are uncommon. However, community members here are not immune from dehumanizing behavior like sexual assault. We are committed as students, faculty, and administrators to continuously address these issues.

A. IF A VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH HEALTH SERVICES (WHISLER, 740-587-6200), THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A CONFIDENTIAL RESOURCE. Health professionals have the privilege of confidentiality. This means that information regarding sexual misconduct that is shared with a health professional cannot be shared with others without written permission.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor.
- Any victim/survivor of sexual misconduct will be triaged into an immediate appointment with an available medical provider. If the sexual misconduct occurred in the remote past, the victim/survivor may be seen at a scheduled appointment.
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.
- The victim/survivor will be advised of all available options by the medical provider and will decide which of these to pursue.
- The medical provider at Health Services will offer assessment to detect bodily injuries, and to treat STD risk and unplanned pregnancy.
- If the victim/survivor chooses to have forensic evidence collected (“Rape Kit”), such evidence must be collected by a legally sanctioned and specially trained Sexual Assault Nurse Examiner (SANE), the victim/survivor will be accompanied to the local hospital by a supportive member of Health or Counseling Services. A SHARE Advocate or Clergy member may be available should a victim/survivor request such additional support. **This evidence is vitally important should the victim/survivor ever decide to take legal action against the perpetrator, however the collection of evidence does not require the victim/survivor to submit a formal report (Resource page 18 has more information).**
- The victim/survivor will decide what other resources of support she/he wishes to accept but will be educated by the medical provider of Denison University’s Sexual Misconduct Policy and the options and support available. The importance of Counseling Services, SHARE Advocates, and availability of Clergy in the healing process of this trauma will be emphasized. The victim/survivor will be reminded of the confidential nature/privilege of these individuals.
- The victim/survivor will decide on a **reporting** course of action. The victim/survivor will hear the medical provider describe all reporting options, including the option not to report. However, the victim/survivor will hear the medical provider talk of reporting as it relates to “regaining power that may feel lost,” “public safety,” and “having the assault counted.”
- The victim/survivor can discuss the situation with any confidential resource before making a decision about reporting.
- Decisions surrounding reporting are controlled by the victim/survivor when she/he is seeking help and services from confidential resources. If the victim/survivor shares information with reporting resources, these individuals are legally obligated to report the event to the Office of Security and Safety.

B. IF A VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH **COUNSELING SERVICES (WHISLER, 740-587-6647 or after hours at 740-587-6200)**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A CONFIDENTIAL RESOURCE. Mental health professionals have the privilege of confidentiality. This means that information regarding sexual misconduct that is shared with a mental health professional cannot be shared with others without written permission.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor.
- Any victim/survivor of sexual misconduct will be triaged into an immediate appointment with an available counselor. If the sexual misconduct occurred in the remote past, the victim/survivor may be seen at a scheduled appointment.
- If the victim/survivor presents to Health Services or other professionals on campus *after regular business hours*, a counselor may be contacted if the victim/survivor chooses. The counselor will respond with support either in person or by phone as requested by the victim/survivor.
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.
- The mental health professional will work together with the victim/survivor throughout the journey toward healing and regaining the power that may feel lost as a result of the assault.
- If the victim/survivor goes to Counseling Services and has not already been evaluated by a medical professional, the victim/survivor will be strongly encouraged and educated about the medical assessment and treatment options available at Health Services and/or Licking Memorial Hospital.
- If the victim/survivor chooses to have forensic evidence collected ("Rape Kit"), such evidence must be collected by a legally sanctioned and specially trained Sexual Assault Nurse Examiner (SANE), the victim/survivor will be accompanied to the local hospital by a supportive member of Health or Counseling Services. A SHARE Advocate or Clergy member may be available should a victim/survivor request such additional support. **This evidence is vitally important should the victim/survivor ever decide to take legal action against the perpetrator, however the collection of evidence does not require the victim/survivor to submit a formal report (Resource page 18 has more information).**
- The victim/survivor will decide what other resources of support she/he wishes to accept but will be educated by the mental health professional of Denison University's Sexual Misconduct Policy and the options and support available. The importance of Health Services, SHARE Advocates, and availability of Clergy in the healing process of this trauma will be emphasized. The victim/survivor will be reminded of the confidential nature/privilege of these individuals.
- The victim/survivor will decide on a **reporting** course of action. The victim/survivor will hear the mental health professional describe all reporting options, including the option not to report. However, the victim/survivor will hear the mental health professional talk of reporting as it relates to "regaining power that may feel lost," "public safety," and "having the assault counted."
- The victim/survivor can discuss the situation with any confidential resource before making a decision about reporting.
- Decisions surrounding reporting are controlled by the victim/survivor when she/he is seeking help and services from confidential resources. If the victim/survivor shares information with reporting resources, these individuals are legally obligated to report the event to the Office of Security and Safety.

C. IF A VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH A **SHARE ADVOCATE (24/hr on-call 740-973-4862)**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A CONFIDENTIAL RESOURCE. SHARE Advocates are specially trained and supervised by mental health professionals. SHARE Advocates are provided the privilege of confidentiality surrounding sexual misconduct concerns. This means that information regarding sexual misconduct shared with a SHARE Advocate cannot be shared with others without written permission.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. SHARE Advocates will always encourage the victim/survivor to seek the services of Health and Counseling.
- The victim/survivor will be provided a supportive environment where she/he will learn of the options and resources available to them. SHARE Advocates are knowledgeable and compassionate and recognize the importance of allowing the victim/survivor to maintain control and make decisions.
- SHARE Advocates are willing to support and accompany a victim/survivor through any medical and/or counseling processes that the victim/survivor chooses.
- If the victim/survivor chooses to have forensic evidence collected ("Rape Kit"), such evidence must be collected by a legally sanctioned and specially trained Sexual Assault Nurse Examiner (SANE), the victim/survivor will be accompanied to the local hospital by a supportive member of Health or Counseling Services. A SHARE Advocate or Clergy member may be available should a victim/survivor request such additional support. **This evidence is vitally important should the victim/survivor ever decide to take legal action against the perpetrator, however the collection of evidence does not require the victim/survivor to submit a formal report (Resource page 18 has more information.)**
- The victim/survivor will decide what other resources of support she/he wishes to accept but will be educated by the SHARE Advocate of Denison University's Sexual Misconduct Policy and the options and support available. The importance of Health Services, Counseling Services, and availability of Clergy in the healing process of this trauma will be emphasized. The victim/survivor will be reminded of the confidential nature/privilege of these individuals.
- The victim/survivor will decide on a **reporting** course of action. The victim/survivor will hear the SHARE Advocate describe all reporting options, including the option not to report. However, the victim/survivor will hear the SHARE Advocate talk of reporting as it relates to "regaining power that may feel lost," "public safety," and "having the assault counted."
- The victim/survivor can discuss the situation with any confidential resource before making a decision about reporting.
- Decisions surrounding reporting are controlled by the victim/survivor when she/he is seeking help and services from confidential resources. If the victim/survivor shares information with reporting resources, these individuals are legally obligated to report the event to the Office of Security and Safety.

D. IF A VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH A CLERGY MEMBER, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A CONFIDENTIAL RESOURCE. This means that information regarding sexual misconduct shared with members of the clergy cannot be shared with others without written permission.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. Members of the clergy will always encourage the victim/survivor to seek the services of Health and Counseling.
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.
- The clergy member will work with the victim/survivor on embracing her/his spirituality throughout the journey toward healing and regaining the power that may feel lost as a result of the assault.
- If the victim/survivor chooses to have forensic evidence collected ("Rape Kit"), such evidence must be collected by a legally sanctioned and specially trained Sexual Assault Nurse Examiner (SANE), the victim/survivor will be accompanied to the local hospital by a supportive member of Health or Counseling Services. A SHARE Advocate or Clergy member may be available should a victim/survivor request such additional support. **This evidence is vitally important should the victim/survivor ever decide to take legal action against the perpetrator, however the collection of evidence does not require the victim/survivor to submit a formal report (Resource page 18 has more information).**
- The victim/survivor will decide what other resources of support she/he wishes to accept but will be educated by the Clergy member of Denison University's Sexual Misconduct Policy and the options and support available. The importance of Health Services, Counseling Services, and SHARE Advocates in the healing process of this trauma will be emphasized. The victim/survivor will be reminded of the confidential nature/privilege of these individuals.
- The victim/survivor will decide on a **reporting** course of action. The victim/survivor will hear the Clergy member describe all reporting options, including the option not to report. However, the victim/survivor will hear the Clergy member talk of reporting as it relates to "regaining power that may feel lost," "public safety," and "having the assault counted."
- The victim/survivor can discuss the situation with any confidential resource before making a decision about reporting.
- Decisions surrounding reporting are controlled by the victim/survivor when she/he is seeking help and services from confidential resources. If the victim/survivor shares information with reporting resources, these individuals are legally obligated to report the event to the Office of Security and Safety.

E. IF VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH **A FACULTY MEMBER**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A REPORTING RESOURCE. Reporting resources are legally required to report allegations of sexual misconduct to the Office of Security and Safety.
- The supportive response a victim/survivor receives from a faculty member can be of great value in the healing process. How a victim/survivor is first received can deeply influence the healing process.
- While the faculty member is required by law to report an allegation of sexual misconduct to the Office of Security and Safety, the victim/survivor can decline to discuss or disclose any information that she or he is uncomfortable sharing. What this means is that when contacted by the Office of Security and Safety (or legal authorities) the victim/survivor may refuse to respond to questions or provide information. While the victim/survivor will be encouraged to report such information for her/his own healing and the safety of the community, the victim/survivor always controls the amount of information she or he will share.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. Members of the faculty will always encourage the victim/survivor to seek the services of Health and Counseling and will remind the victim/survivor that the services offered within Health and Counseling are free and a confidential source of support.
- Faculty members should inform the victim/survivor of their reporting status and their legal obligation to report the incident of suspected sexual misconduct to the Office of Security and Safety. Having this conversation with a victim/survivor can be difficult and it is recommended that faculty consider ways to engage in this conversation. You may consider:
 - "I appreciate you sharing this information with me and I would like to help. I need, however, to let you know that I am obligated to report incidents of sexual misconduct. Let's talk more if you're comfortable with speaking to me. Otherwise, let me tell about our confidential resources on campus."
 - "I'm really sorry this has happened to you and I'm here for you. If you'd like to share with me what you've been through, I'm here to listen and support you. However, I will have to share the pertinent information with the Office of Security & Safety. I can also connect you with some confidential resources available on campus."
- The victim/survivor will be provided confidential support options (Health Services, Counseling Services, SHARE Advocates and Clergy).
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.

F. IF VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH **AN ADMINISTRATIVE STAFF MEMBER**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A REPORTING RESOURCE. Reporting resources are legally required to report allegations of sexual misconduct to the Office of Security and Safety.
- The supportive response a victim/survivor receives from an administrative staff member can be of great value in the healing process. How a victim/survivor is first received can deeply influence the healing process.
- While the administrative staff member is required by law to report an allegation of sexual misconduct to the Office of Security and Safety, the victim/survivor can decline to discuss or disclose any information that she or he is uncomfortable sharing. What this means is that when contacted by the Office of Security and Safety (or legal authorities) the victim/survivor may refuse to respond to questions or provide information. While the victim/survivor will be encouraged to report such information for her/his own healing and the safety of the community, the victim/survivor always controls the amount of information she or he will share.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. Members of the administrative staff will always encourage the victim/survivor to seek the services of Health and Counseling and will remind the victim/survivor that the services offered within Health and Counseling are free and a confidential source of support.
- Administrative staff should inform the victim/survivor of their Reporting status and their legal obligation to report the incident of suspected sexual misconduct to the Office of Security and Safety. Having this conversation with a victim/survivor can be difficult and it is recommended that administrative staff consider ways to engage in this conversation. You may consider:
 - "I appreciate you sharing this information with me and I would like to help. I need, however, to let you know that I am obligated to report incidents of sexual misconduct. Let's talk more if you're comfortable with speaking to me. Otherwise, let me tell about our confidential resources on campus."
 - "I'm really sorry this has happened to you and I'm here for you. If you'd like to share with me what you've been through, I'm here to listen and support you. However, I will have to share the pertinent information with the Office of Security & Safety. I can also connect you with some confidential resources available on campus."
- The victim/survivor will be provided confidential support options (Health Services, Counseling Services, SHARE Advocates and Clergy).
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.

G. IF VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH **A HEAD RESIDENT (HR) AND/OR A RESIDENT ASSISTANT (RA)**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A REPORTING RESOURCE. Reporting resources are legally required to report allegations of sexual misconduct to the Office of Security and Safety.
- The supportive response a victim/survivor receives from a HR/RA can be of great value in the healing process. How a victim/survivor is first received can deeply influence the healing process.
- While the HR/RA is required by law to report an allegation of sexual misconduct to the Office of Security and Safety, the victim/survivor can decline to discuss or disclose any information that she or he is uncomfortable sharing. What this means is that when contacted by the Office of Security and Safety (or legal authorities) the victim/survivor may refuse to respond to questions or provide information. While the victim/survivor will be encouraged to report such information for her/his own healing and the safety of the community, the victim/survivor always controls the amount of information she or he will share.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. The HR/RA staff member will always encourage the victim/survivor to seek the services of Health and Counseling. The HR/RA staff member will remind the victim/survivor the services offered within Health and Counseling are free and a confidential source of support.
- HR's and RA's should inform the victim/survivor of their reporting status and their legal obligation to report the incident of suspected sexual misconduct to the Office of Security and Safety. Having this conversation with a victim/survivor can be difficult and it is recommended that HR's and RA's consider ways to engage in this conversation. You may consider:
 - "I appreciate you sharing this information with me and I would like to help. I need, however, to let you know that I am obligated to report incidents of sexual misconduct. Let's talk more if you're comfortable with speaking to me. Otherwise, let me tell about our confidential resources on campus."
 - "I'm really sorry this has happened to you and I'm here for you. If you'd like to share with me what you've been through, I'm here to listen and support you. However, I will have to share the pertinent information with the Office of Security & Safety. I can also connect you with some confidential resources available on campus."
- The victim/survivor will be provided confidential support options (Health Services, Counseling Services, SHARE Advocates and Clergy).
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.

H. IF VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH **SUPPORTIVE OPERATING STAFF (Administrative Assistants, Athletic Dept. Staff, Library Assistants)**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A REPORTING RESOURCE. Reporting resources are legally required to report allegations of sexual misconduct to the Office of Security and Safety.
- The supportive response a victim/survivor receives from a support staff member can be of great value in the healing process. How a victim/survivor is first received can deeply influence the healing process.
- While the support staff member is required by law to report an allegation of sexual misconduct to the Office of Security and Safety, the victim/survivor can decline to discuss or disclose any information that she or he is uncomfortable sharing. What this means is that when contacted by the Office of Security and Safety (or legal authorities) the victim/survivor may refuse to respond to questions or provide information. While the victim/survivor will be encouraged to report such information for her/his own healing and the safety of the community, the victim/survivor always controls the amount of information she or he will share.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. Members of the support staff will always encourage the victim/survivor to seek the services of Health and Counseling and will remind the victim/survivor that the services offered within Health and Counseling are free and a confidential source of support.
- Support staff should inform the victim/survivor of their reporting status and their legal obligation to report the incident of suspected sexual misconduct to the Office of Security and Safety. Having this conversation with a victim/survivor can be difficult and it is recommended that support staff consider ways to engage in this conversation. You may consider:
 - “I appreciate you sharing this information with me and I would like to help. I need, however, to let you know that I am obligated to report incidents of sexual misconduct. Let’s talk more if you’re comfortable with speaking to me. Otherwise, let me tell about our confidential resources on campus.”
 - “I’m really sorry this has happened to you and I’m here for you. If you’d like to share with me what you’ve been through, I’m here to listen and support you. However, I will have to share the pertinent information with the Office of Security & Safety. I can also connect you with some confidential resources available on campus.”
- The victim/survivor will be provided confidential support options (Health Services, Counseling Services, SHARE Advocates and Clergy).
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.

I. IF VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH **PHYSICAL PLANT AND DENISON AFFILIATES**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A REPORTING RESOURCE. Reporting resources are legally required to report allegations of sexual misconduct to the Office of Security and Safety.
- The supportive response a victim/survivor receives from you can be of great value in the healing process. How a victim/survivor is first received can deeply influence the healing process.
- While you are required by law to report an allegation of sexual misconduct to the Office of Security and Safety, the victim/survivor can decline to discuss or disclose any information that she or he is uncomfortable sharing. What this means is that when contacted by the Office of Security and Safety (or legal authorities) the victim/survivor may refuse to respond to questions or provide information. While the victim/survivor will be encouraged to report such information for her/his own healing and the safety of the community, the victim/survivor always controls the amount of information she or he will share.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. The victim/survivor will always be encouraged to seek the services of Health and Counseling and will remind the victim/survivor that the services offered within Health and Counseling are free and a confidential source of support.
- The victim/survivor should be informed of your reporting status and your legal obligation to report the incident of suspected sexual misconduct to the Office of Security and Safety. Having this conversation with a victim/survivor can be difficult and it is recommended that you consider ways to engage in this conversation. You may consider:
 - "I appreciate you sharing this information with me and I would like to help. I need, however, to let you know that I am obligated to report incidents of sexual misconduct. Let's talk more if you're comfortable with speaking to me. Otherwise, let me tell about our confidential resources on campus."
 - "I'm really sorry this has happened to you and I'm here for you. If you'd like to share with me what you've been through, I'm here to listen and support you. However, I will have to share the pertinent information with the Office of Security & Safety. I can also connect you with some confidential resources available on campus."
- The victim/survivor will be provided confidential support options (Health Services, Counseling Services, SHARE Advocates and Clergy).
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.

J. IF VICTIM/SURVIVOR CHOOSES TO SHARE INFORMATION REGARDING A SUSPECTED SEXUAL MISCONDUCT INCIDENT WITH **THE OFFICE OF SECURITY AND SAFETY (740-587-0810)**, THE FOLLOWING PROTOCOL WILL BE FOLLOWED:

- THIS IS A REPORTING RESOURCE. Reporting resources are legally required to report the pertinent information regarding reported sexual misconduct. If The Office of Security and Safety receives a report of suspected sexual misconduct, they are legally bound to report the incident to local police and/or police in the jurisdiction in which the misconduct occurred.
- When a report is made by someone other than the victim/survivor, the victim/survivor will be contacted by The Office of Security and Safety so that information may be gathered by local police authorities in the Office of Security and Safety.
- Whereas The Office of Security and Safety MUST report the incident of suspected sexual misconduct, the victim/survivor MAY CHOOSE to remain silent and/or provide only the information she/he wishes to share with police authorities. While the victim/survivor will be encouraged to report such information to promote healing and the safety of the community, the victim/survivor is always in control of choices concerning how much information to disclose.
- The victim/survivor will be offered immediate support by a Medical Professional, Counselor, SHARE Advocate, or on-call professional staff member. During the time that information is gathered in The Office of Security and Safety, the victim/survivor may choose to have one of the above support persons accompany them.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. The victim/survivor will always be encouraged to seek the services of Health and Counseling and will be reminded that the services offered within Health and Counseling are a free and confidential source of support.
- The supportive response a victim/survivor receives from a Security and Safety member can be of great value in the healing process.
- The victim/survivor will be provided confidential support options (Health Services, Counseling Services, SHARE Advocates and Clergy).
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.
- The Office of Security and Safety reports crime in our community to pertinent Administrative Staff via daily electronic report. If an instance of victimization of a community member is reported, the Dean of Students may contact the victim/survivor to offer more assistance and resources.

RESOURCES

Important Information for a Friend or Family Member In Supporting a Victim/Survivor:

- Sexual misconduct is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. It is important to always encourage the victim/survivor to seek the services of Health and Counseling Services. The victim/survivor can expect the following response from these confidential resources:
 - Health and Counseling Services are available 24/7 for the victim/survivor of sexual misconduct and can be reached at Whisler Hall (740-587-6200).
 - Any victim/survivor of sexual misconduct will be triaged into an immediate, FREE and CONFIDENTIAL appointment with a medical and mental health provider.
- Assessment to detect bodily injuries, to treat STD and unplanned pregnancy risk will be offered by the medical provider at Health Services. If the victim/survivor chooses to have forensic evidence collected (“Rape Kit”), such evidence must be collected by a legally sanctioned and specially trained Sexual Assault Nurse Examiner (SANE), the victim/survivor will be accompanied to the local hospital by a supportive member of Health or Counseling Services. A SHARE Advocate or Clergy member may be available should a victim/survivor request such additional support. **This evidence is vitally important should the victim/survivor ever decide to take legal action against the perpetrator, however the collection of evidence does not require the victim/survivor to submit a formal report (*Resource page 18 has more information.*).**
- The mental health professional will offer immediate support and will work together with the victim/survivor throughout the journey toward healing and regaining the power that may feel lost as a result of the assault.
- SHARE Advocates are available (24/hr on-call: 740-973-4862) as a CONFIDENTIAL support. SHARE Advocates are knowledgeable and compassionate. They will provide a supportive environment where the victim/survivor can learn of her/his options and resources.
- Decisions surrounding reporting are controlled by the victim/survivor when she/he is seeking help from confidential resources. Confidential resources have the privilege of maintaining confidentiality while offering all of the services available to them. Confidential resources on campus include: Health and Counseling Service, SHARE Advocates, and Clergy.
- If the victim/survivor shares information with reporting resources, these individuals are legally obligated to report the event to the Office of Security and Safety. Reporting resources on campus include (but are not limited too): professors, coaches, and resident assistants.
- Allow your friend or family member to share as little or as much as they want and at her/his own pace.
- The supportive response a victim/survivor receives from a friend or family member can be of great value in the healing process.
- Seeking out resources available in this guide will be helpful in beginning the healing process. Help your friend to find the options that she/he is comfortable with and be supportive of the decisions she/he chooses.
- Recognize the emotional impact that a sexual assault of a friend or family member may have on you. It is recommended that you consider seeking emotional support for yourself.

Important Information Relating to the Local Police:

- THIS IS A REPORTING RESOURCE. The local Police are required to **write and file a report** documenting allegations of sexual assault. Police Officers will comply with the established guidelines regarding their interviews and investigations of a possible crime.
- A criminal investigation procedure will be followed according to Police protocol. However, the victim/survivor will typically determine when and whether **criminal charges will be filed**.
- The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.
- Sexual assault is a physical and psychological trauma, which necessitates the medical and emotional evaluation of the victim/survivor. The victim/survivor will be offered the option of Health and Counseling services at Denison University or treatment at Licking Memorial Hospital.
- The victim/survivor will be provided confidential support options (Health Services, Counseling Services, SHARE Advocates and Clergy).

Important Information Relating to the Medical Collection of Evidence:

A Sexual Assault Nurse Examiner (SANE Nurse) is a Registered Nurse specially trained to examine victim/survivors and evaluate for possible physical trauma and collect evidence. The SANE Nurse will use a sexual assault evidence kit ("Rape Kit") to collect this evidence. SANE Nurses are available at Licking Memorial Hospital.

The victim/survivor will be treated with respect, support and consideration for the emotional stress that she/he may be experiencing.

Rape Kit: The sexual assault evidence kit ("Rape Kit") is utilized by the SANE Nurse to collect DNA evidence (i.e. seminal fluids, hairs, skin) that may be present after sexual assault. This evidence is sealed and given to the local police department where it is held for processing **should** the victim/survivor choose to file criminal charges. Should you decide to go to the hospital for the collection of evidence, the following guidelines should be followed:

- Do not shower/wash/douche before going to the hospital
- Do not change your clothing (including undergarments), but bring a change of clothing with you as clothing may be retained as police evidence.
- Condoms, sanitary items, or bed linens that were present at the assault should be brought to the hospital.
- This process may take several hours
- A friend or support person may be present with you during this exam
- A professional staff member from Health & Counseling will be present in whatever capacity desired

Licking Memorial Hospital's (LMH) policy on reporting:

LMH is legally required to notify the Police that a sexual assault has occurred and the time, date and location of the incident. Names of involved parties and other information are not legally required.

The victim/survivor can decide whether she/he want to speak with a detective. If a victim/survivor does not wish to speak to/be interviewed by a detective, she/he **DOES NOT** have to do so.

Regardless if the victim/survivor chooses to speak with the detective, the collection of evidence (“Rape Kit”) can be performed. In the instance that the victim/survivor chooses not to speak with the detective, the evidence collected will be sealed, numbered and labeled Jane/John Doe. This kit will be stored for an undetermined amount of time at the local police department. If criminal charges are subsequently filed, the “Rape Kit” will be forwarded to the appropriate lab for processing.

If the victim/survivor is under the age of 18 and would like to be examined, the physician or Certified Nurse Practitioner can write the order for the collection of evidence without parental consent. However, the medical professional **MUST** inform parent(s) that an assault has been reported and an exam has taken place.

Suggestions For Supporting Victim/Survivors:

- BELIEVE THEM!
- LISTEN TO THEM
- PROVIDE COMFORT AND SUPPORT
Ask them if there is anything you can do or get for them
- LET THEM KNOW IT WASN'T THEIR FAULT
They did not deserve what happened to them
- MAKE SURE THEY HAVE PROTECTION OF A SAFE PLACE TO STAY
- SUGGEST CALLING CAMPUS SUPPORT OPTIONS OR A RAPE CRISIS CENTER
- ENCOURAGE THEM TO PRESERVE EVIDENCE
- DISCUSS THE IMPORTANCE OF A MEDICAL ASSESSMENT AND TREATMENT FOR PREVENTION OF STD'S AND UNPLANNED PREGNANCY.
- EMPOWER THEM
Don't try to take control of the situation. Allow them to have the control over her/his own life right now.
- RECOGNIZE THAT THEY MAY NEED SOME PERSONAL SPACE AND TIME
- DISCUSS THEIR OPTIONS
Medical exam, evidence collection ("Rape Kit"), Counseling, SHARE Advocate, Reporting.
- BE THERE FOR THEM IN WHATEVER WAY THEY NEED YOU
- LEARN ABOUT RAPE TRAUMA SYNDROME
- RECOGNIZE YOUR OWN LIMITS
Seek free and confidential support services for yourself through Health and Counseling Services.

First Statements to Consider...

- I'm sorry that this happened to you.
- You're safe now.
- It's OK to cry.
- I'm glad you're here with me now.
- I'm glad you're talking with me now.
- It wasn't your fault.
- Your response is normal to an abnormal event.
- It's understandable that you feel that way.
- You're not going crazy.
- Things may never be the same but they will get better and you will get better.

Avoid Saying...

- I know how you feel.
- I understand.
- You're lucky you are still alive.
- It was God's will.
- You shouldn't feel that way.
- Time heals all wounds.
- Forget about it. Get on with your life.

Rape Trauma Syndrome

When people experience a traumatic event, whether it is physical or psychological, they will respond in a predictable manner. When the response consists of a series of reactions, that series is called a “syndrome.” When the trauma is psychological, the response will be emotional.

Reactions and adjustment to rape are similar to those that might be experienced after other types of major life traumas. Reactions vary from individual to individual depending on the victim's age, maturity, life experience, and support systems. There is no one way that victims respond to rape.

Most rape victims do, however, experience a predictable range of emotions following the assault. This cluster of reactions is called RAPE TRAUMA SYNDROME. Here, we offer four phases that explain the path of a survivor to healing.

I. ATTACK

During the attack, survivors often:

- **Fight, Flight, or Freeze** – while many of us think we would fight or run away, survivors often freeze in response to an attack. They do this to survive and to avoid further injury. Often victims are paralyzed by fear and cannot take any action at all for fear that they could be hurt or killed.
- **Disorientation** during the attack may feel like being outside of oneself. It may help victims to dissociate themselves from fear and pain they are experiencing.
- **Focus on survival** allows victims to do things they might not ever have done, and things that may seem odd in retrospect. However, the desire to survive and get away from the attacker can lead victims to do whatever is necessary to live through the attack.

II. ACUTE REACTIONS

Immediately after the attack, victims often feel:

- Shock (cold, faint, nauseous, disoriented)
- Pain or irritation wherever the attacker touched or hurt them
- General soreness and tension
- Pain in lower back and/or stomach
- Intense emotion (crying, yelling, angry, devastated, confused, humiliated...)
- Detachment (withdrawn, remote, disbelieving)

III. REORGANIZATION REACTIONS

In trying to understand the impact this trauma has on one's life, the survivor undergoes a period of “reorganization” that is a struggle to make sense of what happened, find safety, and cope with new concerns that are caused by the event. Some of the reactions include:

Intrusion Symptoms – these symptoms intrude on the life of the survivor, no matter what the survivor tries to do...

- Intrusive thoughts and images
- Recurring dreams/nightmares
- Flashbacks (traumatic memories of the event that feel like the attack is happening again)
- Intense distress to similar events
- Anxiety attacks, or moments of panic so intense it feels like you cannot breathe
- Crying spells and tearfulness

- Feelings of shame or embarrassment

Avoidance Symptoms – these symptoms are ways that the survivor is trying to move past the trauma although these efforts are often ineffective.

- Avoid thoughts and feelings of the trauma
- Avoid activities that are reminders of the event
- Desire to change jobs, housing, or any general disruption of normal events
- Inability to recall specific events of the trauma
- Depression or diminished interest
- Feeling of detachment from others
- Restricted range of feelings and expression
- Sense of limited future
- Withdrawal from others, lack of interest in relationships
- Fear
- Difficulties with work or school activities
- Lack of sexual interest or pleasure
- Physical or emotional numbness
- Helplessness and loss of control
- Confusion

Arousal Symptoms – these symptoms keep the survivor always thinking or aware of the trauma and its effects:

- Sleep Disturbance
- Anger/Rage
- Difficulty concentrating
- Hyper vigilance - watching everything around all the time
- Easily startled
- Physical reactions to things that are reminders of the trauma
- Headaches
- Muscle tension
- Nausea
- Eating disturbance (eating too much or too little)
- Difficulty breathing
- Cold sweats

Common Feelings After Rape:

Rape can be a devastating crime, especially when the perpetrator is a date or someone you know.

Everyone will react differently, however common feelings include:

- Shame, guilt, depression.
- Feeling unclean, wanting to wash away the experience.
- Anger and self-blame that survivor did not see signs that the assailant might become violent or abusive (even though there may not have been any).
- Fear of having to face the assailant in class, the office, or other places.
- Fear of entering into future dating situations or intimate relationships.
- Headaches, stomachaches, or other physical symptoms.
- Disturbed sleep, eating, and inability to focus.
- Normal ways of coping with things are not enough. Sometimes survivors resort to drugs, alcohol, or other types of coping that are destructive or harmful.
- Some victims feel that their life is too much trouble after an assault, or that they have lost too much to go on.

**If you or someone you know feels this way,
please seek assistance or call 740-587-6200.**

III. RESOLUTION OR INTEGRATION PHASE

After a time, survivors are able to process the trauma of sexual assault and integrate this experience into their lives. It is rarely forgotten, but rather moves from a memory that has power over their lives to an experience that changed their lives but no longer controls them. Survivors recover the part of their identity that was displaced by so many trauma symptoms, and they feel “themselves” again. Survivors who reach this phase of healing are clear that the responsibility for this trauma was the perpetrator’s, and they are able to move on in their lives.

Adapted from: <http://www.crisiscenter.org/images/SAINDoc7.pdf>