

WAYNE STATE UNIVERSITY

CAMPUS SAFETY INTERACTION PROGRAM

Educational Information and Protocol for Responding to Sexual Misconduct, Relationship Violence and Stalking

Revised January 2006

CAMPUS SAFETY INTERACTION PROGRAM

Coalition Departments

Athletic Department
College of Nursing
Counseling and Psychological Services
Dean of Students Office
Human Resources
Law School
Office of Equal Opportunity
Office of Housing and Residential Life
Organization and Employee Development
Public Safety
School of Social Work
Study Abroad and Global Programs
Turning Point, Inc.

Protocol Subcommittee

Beverly Black
Jennifer Crystal-Weinberger
Ted Chaperon
Rick Earnest
Anthony Holt
Kelli Pugh
David Scott

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Part I.

Educational Information

I. Introduction

This document articulates the efforts of various departments and offices at Wayne State University to provide a caring and effective institutional response to students who report being a victim/survivor of sexual misconduct, stalking and/or relationship violence.* The university is committed to creating a community free from violence. The university also seeks to bring together its police, medical, psychological, administrative and disciplinary services to assist victims/survivors of violence and to convey to the university community its intolerance of acts of violence. A consistent institutional response to sexual misconduct, stalking, and relationship violence will have a powerful effect in lessening its occurrence. What is necessary is to encourage the reporting of incidences and communicating a clear message that all acts of violence at WSU will not be tolerated.

Because of the sensitive nature of sexual misconduct, stalking, and relationship violence, many victims/survivors do not report the crimes. A victim/survivor's reluctance to report persists partly due to the myths that erroneously place blame and responsibility for the crime on the victim/survivor rather than the perpetrator. Victims/survivors of sexual misconduct, stalking, and relationship violence often internalize feelings of guilt and shame, fear others will blame them and minimize their trauma. They may not understand their pain or may not seek help or support. Victims/survivors may come forward at various entry points in the system, with differing emotional states and at varying lengths of time following the violence. Victims/survivors are at high risk for poor school and job performance, underachievement and academic attrition. Thus, WSU is committed to creating a supportive climate that encourages victims/survivors to report incidents, provide necessary services to assist victims/survivors, and continually take steps to make the campus community safe for students, staff and faculty.

The following protocol specifies the procedures that WSU will follow to respond when an incident of sexual misconduct, stalking or relationship violence has been reported. It includes who will be notified, what procedures will be implemented, and how the rights of victims/survivors and accused students will be protected. Formalized procedures help ensure that victims/survivors receive the support and services they need, as well as facilitate compliance with school policies and legal mandates. The Dean of Students, Associate Deans of Schools and Colleges and Housing personnel should have a copy of this protocol and be familiar with the protocol. Staff in contact with students should also possess copies of the protocol and be familiar with the protocol in order to provide assistance to each

victim/survivor in each unique situation. It is important that all staff offer support and explain the rationale for the procedures in the protocol, because procedures may seem frightening to the victim/survivor. Initial reactions often play a key role in the victim/survivor's perceptions of the incident. It is very important for victims/survivors to feel a sense of control in the process of recovery and thus it is important to respect the decisions of victims/survivors, regardless if the staff person thinks it is the best decision. When protocols require that the incident be reported, the victim/survivor must be informed of the reporting.

*Although the protocols were primarily written for students who are victim/survivors of sexual misconduct, stalking and/or relationship violence, the information contained in this document is relevant and useful for all segments of the University community including the faculty and staff.

Whenever possible, telephone numbers, campus addresses, web-sites or e-mail addresses have been included in order to provide contact information or expanded explanations of University policies and procedures that may be relevant to victims/survivors of sexual misconduct, stalking and relationship violence

II. Definitions (taken from University, local and State of Michigan policies)

Sexual Misconduct

Sexual misconduct is nonconsensual physical contact of a sexual nature. Sexual misconduct can take on many forms including:

- Any intentional, unconsented unwelcome physical contact or threat of unwelcome physical contact or attempt thereof, of:
 - (a) an intimate body part of another person, such as sexual organ
 - (b) any body part of another person with one's sexual organ, or
 - (c) any part of another person's body with the intent of accomplishing a sexual act; or
- Unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another without the other's consent; or
- Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent; or
- Any behavior which is proscribed as criminal sexual conduct under the Michigan Penal Code, notwithstanding whether criminal charges have been brought against the individual alleged to have engaged in such behavior.

Consent

For the purposes of this policy, consent shall not be deemed to have occurred if given by a person who is under the age of legal consent or who is unable to make a reasoned judgment

concerning the nature of the activity because of her or his intoxication, unconsciousness, mental deficiency or incapacity, or if the product of threat or coercion.

Sexual Assault and Rape

In Michigan the legal term used for "sexual assault" or "rape" is Criminal Sexual Conduct (CSC). The CSC law covers marital partners, children and same sex sexual assault. There are four "degrees" of CSC, which have been summarized below. The degree of the charge depends on a number of circumstances, including the victim/survivor's age, mental capacity, use of weapons, or family relation. Severity of sentencing also depends on many factors. Most perpetrators do not receive the maximum sentence. These laws can be very complicated. If the perpetrator is charged with one of these crimes, the victim/survivor can contact an advocate at the Detroit Rape Counseling Center at Receiving Hospital (313-745-4811) or Campus Police (577-2222 or www.police.wayne.edu) for help in understanding the criminal process.

First Degree CSC [MCL 750.520b] or Third Degree CSC [MCL 750.520d]; both of these crimes involve sexual penetration. CSC First degree means the sexual penetration must be accompanied by any one of a number of aggravating circumstances. Sexual penetration [MCL 750.520a Definition] means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

Second or Fourth Degree CSC; both of these crimes involve sexual contact. The contact must be accompanied by any one of a number of aggravating circumstances. Contact includes touching the groin, genital area, inner thigh, buttocks or breasts, or the clothing covering these parts [MCL 750.520c & 750.520e].

Acquaintance rape

Acquaintance rape is rape by a non-stranger, who may be a friend.

Date rape

Rape by someone the victim/survivor has been dating or is dating.

Sexual Harassment

Wayne State University defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing;

- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing; or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

Relationship Violence

Relationship violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can include verbal, emotional, physical, or sexual abuse, or a combination of them. Dating violence and domestic violence are forms of relationship violence.

According to the Michigan Penal Code, a dating relationship means frequent, intimate associations primarily characterized by the expectation of affectionate involvement. In Michigan, dating violence is a punishable offense (assault & battery: MCL 750.81; assault with infliction of serious or aggravated injury: MCL 750.81a).

Stalking

This document will use the term stalking as defined by the Michigan Penal Code as "a 'willful course of conduct' involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, 'harassed', molested, and that actually causes the victim/survivor to feel terrorized, frightened, intimidated, or molested," (MCL 70.411h). In this definition, "willful course of conduct" refers to a pattern of behavior made up of a series of two or more separate and noncontiguous acts which share the same purpose. The term "harassed" is defined as repeated contact without permission, resulting in emotional distress.

Stalking takes on many forms. According to anti-stalking laws, a person can be charged with stalking for willfully and repeatedly contacting another individual, without permission, causing that person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Under these laws, assailants could be charged with stalking for repeatedly:

- following or appearing within sight of another;
- approaching or confronting another individual in a public or private place;
- appearing at the work place or residence of another;
- entering or remaining on an individual's property;
- contacting by telephone;
- sending mail;
- sending electronic mail.

Anyone can be a victim of stalking. Anyone can be a stalker. A stalker could be someone you know well, someone you know casually, a former romantic partner or a total stranger. If you are a victim/survivor of stalking, the following guidelines will assist you. Since every situation is different, use your judgment as to what actions to take.

- Communicate to the stalker that you do not want any contact with her or him.
- Report the stalking to Campus Police (577-2222).
- Document the case as much as possible (tape recordings, notes, identifying information).

III. Rights

The victim/survivor and the accused of sexual misconduct, stalking, and/or relationship violence have rights that will be maintained.

Victim/Survivor Rights

1. Victims/survivors of sexual violence and relationship violence have the right:
 - to be free from any suggestion that they must prosecute to be assured of any other right guaranteed under this policy;
 - to have any allegations of sexual assault treated seriously;
 - to be treated with dignity; and
 - to be free from any presumption that victims/survivors are responsible for the acts committed against them, including the right to be free from any pressure from anyone to: report crimes if the victim/survivor does not wish to do so; report crimes as lesser offenses than the victim/survivor perceives the crime to be; refrain from reporting crimes; and refrain from reporting crimes to avoid unwanted personal publicity.
2. Victims/Survivors of sexual violence and relationship violence have the right to access University resources including:
 - to be notified of existing campus and community-based medical, counseling, mental health and student services for victims/survivors of sexual assault whether or not the crime is formally reported to campus or civil authorities;
 - to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling; and
 - to be informed of and assisted in exercising: any rights to confidential or anonymous testing for sexually transmitted infections, human immunodeficiency virus, and/or pregnancy; any rights that may be provided

by law to compel and disclose the results of testing of alleged perpetrators for communicable diseases.

3. Victims/Survivors of sexual violence and relationship violence have the right to information from the university as the options available to them including:
 - to be informed of the Student Code of Conduct;
 - to meet with the University's Student Conduct Officer to discuss the violation of the Student Code of Conduct (Section 4.18 "all forms of sexual misconduct");
 - to bring code of conduct charges against the alleged perpetrator;
 - to be notified of the outcome of the code of conduct case filed against the accused; and
 - to file a request with the "Tuition and Fees Appeal Board" (TFAB), directed by the Ombudsperson, to withdraw from classes with full cancellation of all tuition and fees, including the registration fee.

4. Victims/Survivors of sexual violence and relationship violence have the right to maintain their Legal Rights including:
 - to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
 - to receive full and prompt cooperation and assistance from campus personnel in notifying the proper authorities; and
 - to receive full, prompt, and victim-sensitive cooperation from campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

5. Victims/survivors of sexual violence and relationship violence have the right to changes in campus living arrangements including:
 - to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims/survivors with their alleged perpetrators; and
 - to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Rights of the Accused

The rights of students who have been charged with a violation of the Student Code of Conduct, including all forms of sexual misconduct, relationship violence and stalking, are, but not limited to, the following:

1. The right to be notified in writing of any the violations of the Student Code of Conduct, including the alleged prohibited behavior, the time, date and place of the alleged prohibitive behavior and the time, date and place of the fact-finding conference with the Student Conduct Officer;
2. The right to meet with the Student Conduct Officer, in a fact finding conference, who will present the charges and collaborating evidence against the student and explain and answer questions concerning the charges, the Student Code of Conduct and relevant community standards;
3. Upon request, the right to review a copy of each document pertinent to the alleged violation of the Student Code of Conduct, at the fact-finding conference;
4. The right to submit written arguments or statements pertinent to the charges presented against the student, including the opportunity to challenge the statements of others and present information on their own behalf in a fair and impartial fact finding conference, Informal Disciplinary Conference or formal Committee Hearing;
5. The right to consult an advisor before, during and after the Informal Disciplinary Conference or the Hearing Procedure pursuant to Section 15.9 of the Student Code of Conduct;
6. The right to introduce documents, to call witnesses, question witnesses and Committee members and present other forms of evidence at the formal Hearing Committee; and
7. The right to appeal the recommendation of the Hearing Committee and the subsequent decision by the Dean of the school or college or the Dean of Students based on this recommendation, pursuant to Section 18.0 of the Student Code of Conduct.

IV. Confidentiality

Every effort will be made to preserve the identity of the victim/survivor. However, there are instances in which WSU has responsibility to disclose information regarding circumstances of specific incidents. For example, when the health and safety of the victim/survivor or others on campus is threatened, WSU cannot guarantee complete confidentiality. Additionally, there are times that employees and students may need to be alerted about an assault in a specific geographical area when the perpetrator remains at large. In such occasions, information of the circumstances will be released, but the alleged victim/survivor will not be identified.

Part II.

Protocols for Responding to Sexual Misconduct, Relationship Violence and Stalking

Protocol for Victims/Survivors

If the incident occurs on campus, as soon as possible after an incident, victims/survivors of sexual misconduct and/or relationship violence should:

1. Get to a safe place.
2. Contact Campus Police immediately at 577-2222. If necessary, they will assist you in anyway possible, including escorting you to the nearest hospital. This is also important so that evidence can be preserved and any crime scene secured.
3. Contact a friend, family member or someone you trust to come and stay with you. In the University's Residence Halls, contact your Resident Assistant or the Community Director directly.
4. Seek medical attention (unless you are sure that the physical assault caused no injuries). Go to the closest emergency room for a full physical examination. Discuss with the hospital's health care provider the extent of your injuries. If you suspect that you were given a drug, such as GHB or Rohypnol, ask for a blood and urine test to detect the presence of such chemicals. If you were sexually assaulted, try to preserve collectible evidence; refrain from bathing, douching, changing clothes, eating, drinking or cleaning up the area where the assault occurred. If you were physically assaulted, try to refrain from touching any possible evidence.
5. As soon as able, write down as much as you can remember about the assault, including the circumstances of the assault, the description of the accused and the physical environment where the assault occurred.
6. Make an appointment with a counselor, who is trained to assist sexual assault and relationship violence victims/survivors, to discuss the emotional and physical impact of assault. Wayne State University provides such assistance through the department of Counseling and Psychological Services (CAPS), at 577-3398, www.caps.wayne.edu or visit 552 Student Center Building.
7. If you choose, file a criminal charge with the University's Campus Police at 76 W. Hancock or call 577-2222.

8. Assess your need for a Personal Protection Order (PPO). Campus Police can assist you in seeking a PPO.
9. If you choose, and the accused is a Wayne State University student, contact the University Student Conduct Officer to obtain an explanation of the process for filing code of conduct charges against the student. The Student Conduct Officer can be contacted at 577-1010, www.doso.wayne.edu, ab5823@wayne.edu, or visit the Dean of Students Office, Room 351 Student Center.

Protocols for University Community Responders

Victims/survivors of sexual violence, relationship violence and stalking may seek the assistance of various units in the university community. Following these guidelines will allow the Wayne State University community to coordinate services to meet the needs of victims/survivors of sexual misconduct and relationship violence.

A. Residence Halls Assistants and Community Directors

In the University's Residence Halls, anyone learning of an incident of sexual misconduct or relationship violence should contact the Resident Assistant or the Community Director. When a victim/survivor presents her or himself to the Resident Assistant or Community Director, she or he should remain with the victim/survivor and serve as an advocate.

If an incident of sexual misconduct just occurred the Resident Assistant should take these steps in the following order.

1. Provide emotional support and comfort to the victim/survivor.
2. Determine the level of medical emergency. If there is a medical emergency, call Campus Police immediately (577-2222). If it is not a medical emergency, inquire about physical injuries, and advise the victim/survivor to seek medical assistance.
 - Explain the benefits of seeking medical attention; help make sure the victim/survivor is physically okay.
 - Contact Campus Police (577-2222) to arrange transportation if victim/survivor wants medical attention.
 - Explain that seeking medical treatment does not obligate victim/survivor to press charges. It allows her or him to be treated for physical injuries, as well as, press charges later if she or he chooses to do so.

- Remind the victim/survivor to take a change of clothes with her or him since the clothing might be collected as evidence.
- If it was a sexual assault, discourage the victim/survivor from bathing, brushing teeth, smoking, douching or changing clothes before seeking medical help.
- Have the victim/survivor save any item that was touched by the assailant. Try not to disturb the area in which the assault took place.

3. Inform the victim/survivor of her or his options:

- Contact Campus Police (577-2222). Contacting Campus Police does ***not*** mean she or he is required to press charges. Campus Police will give the victim/survivor the option to contact Counseling and Psychological Services. The phone number is 313-577-3398. (Hours of operation are from 8:30 am – 7:00 pm, Monday-Thursday and 8:30 am-5:00 pm on Fridays.) In case of an emergency during other hours, call 313-325-5634.
- Even if the victim/survivor chooses not to contact Campus Police, inform the victim/survivor that the Resident Assistant is obligated to report to the Community Director that an assault took place and complete an incident report. To the greatest extent possible, the Community Director will maintain confidentiality.
- Victims/survivors of relationship violence or stalking can apply for a Personal Protection Order (PPO) that will order the perpetrator to refrain from contacting them. Campus Police can assist in obtaining a PPO. While PPO's do not guarantee safety, they do influence some perpetrators to desist, and can enhance the case for criminal prosecution by creating a paper trail if further incidences should occur.
- Inform the victim/survivor that she or he also has the option to contact other crisis centers. These include:
 - Detroit Rape Counseling Center 313-833-1660;
 - Turning Point (Mt. Clemens) 586-463-6990;
 - First Step (Downriver/Western Wayne County) 1-888-453-5900;
 - My Sister's Place (Eastside Detroit) 313-921-1025;
 - Genesis House II (Westside Detroit) 313-883-5614;
 - Haven (Pontiac) 248-334-1274;
 - Safe House (Ann Arbor) 734-995-5444.

4. Contact the Community Director and complete an incident report.

5. Complete a *Wayne State University Relationship Violence and Sexual Assault Data Collection Form*, obtained from the Community Director, and forward it to Counseling and Psychological Services (CAPS), Room 552, Student Center Building.

The Resident Assistant or Community Director needs to assess safety issues by asking the victim/survivor the following questions:

- Does the victim/survivor feel safe remaining in the current room?
- What arrangement can be made to relocate the victim/survivor to an undisclosed location?
- Do other residents feel safe about their living arrangements?
- Is the alleged assailant (if resident) staying in her or his current room?
- Is the alleged assailant an immediate threat to anyone in the university community?

Be aware that Housing reserves the right to move the victims/survivors and/or the accused to alternative housing sites. Housing also has the right to recommend suspension or expulsion of the accused to the University's Student Conduct Officer.

B. Counseling and Psychological Services (CAPS)

Any student that has been of victim/survivor of sexual misconduct, stalking or relationship violence can come to Counseling and Psychological Services located at 552 Student Center Building, 5221 Gullen Mall. The phone number is 313-577-3398. Hours of operation are from 8:30 am –7:00 pm, Monday-Thursday and 8:30 am -5:00 pm on Fridays. In case of an emergency during other hours, call 313-325-5634. The counselor on call for the week will be notified and address concerns on an emergency-basis. A student seeking assistance should meet with a CAPS counselor and complete an intake evaluation. Counseling is free of charge.

Counselors meeting with victims/survivors of sexual misconduct, stalking and/or relationship violence will:

- explain to the victim/survivor that her or his concerns and communications will be confidential;
- if the victim/survivor has not already done so, refer her or him to Campus Police to learn about available options;

- if the victim/survivor has not already done so, encourage her or him to seek medical treatment through the Detroit Rape Counseling Center at Detroit Receiving Hospital: 3S14 Detroit Receiving Hospital, 4201 St. Antoine, Detroit at 313-745-4811. (This center provides a special program for victims/survivors of crime and their families. Rape crisis counselors and victim/survivor advocates are available);
- encourage the victim/survivor to sign a release so the CAPS counselor can expedite the transfer of the student to Detroit Receiving Hospital;
- call Campus Police to assist in transporting victim/survivor to Detroit Receiving Hospital if transportation is needed or requested;
- explain to the victim/survivor that after receiving services from Detroit Receiving Hospital, she or he is welcome to return to CAPS for further counseling. If the victim/survivor chooses not to call Campus Police or seek medical treatment, inform her or him that continued counseling services are still available.
- Complete a *Wayne State University Relationship Violence and Sexual Assault Data Collection Form* (available online at <http://www.csip.wayne.edu>) and forward to Counseling and Psychological Services (CAPS), Room 552, Student Center Building.

C. Campus Police

All cases of sexual misconduct, relationship violence, or stalking, where names of victims and/or assailant have been reported to Campus Police (76 W. Hancock, 577-2222), will be thoroughly investigated.

When a victim/survivor presents her or himself to Campus Police, officers will:

- provide emotional support and comfort to the victims/survivors;
- advise the victim/survivor to seek medical assistance if necessary. Assist the victim/survivor in obtaining appropriate medical attention;
- arrange for transportation to local medical facilities as necessary;
- if victim/survivor inquires about the prosecution process, provide information about the process. Inform the victim/survivor she or he will meet with an investigator and provide a statement about what happened. Inform the victim/survivor that she or he may also be interviewed by the Wayne County Prosecutor's Office, in which case, the Campus Police would accompany her or him. Inform the victim/survivor that a prosecutor and a judge will review information about the case and determine if charges will be brought against the accused and if a warrant for arrest will be issued;

- accompany the victims/survivors and continue providing support throughout the reporting and prosecution process.
- Complete a *Wayne State University Relationship Violence and Sexual Assault Data Collection Form* (available online at <http://www.csip.wayne.edu>) and forward to Counseling and Psychological Services (CAPS), Room 552, Student Center Building.

D. Athletics

In the Department of Intercollegiate Athletics, anyone learning of an incident of sexual misconduct or relationship violence should contact the Athletic Director and appropriate head coach, assistant coach or athletic trainer. If the incident occurs at an off-campus practice or athletic event, the local authorities should be contacted. The Athletic Director, Coach, or Head Trainer should take these steps in the following order.

1. Provide emotional support and comfort to the victim/survivor. Call Campus Police immediately (577-2222).
2. Determine the level of medical emergency. Encourage the victim/survivor to seek medical assistance.
 - Explain the benefits of seeking medical attention; help make sure the victim/survivor is physically okay.
 - Contact Campus Police (577-2222) to arrange transportation if victim/survivor wants medical attention.
 - Explain that seeking medical treatment does not obligate victim/survivor to press charges. It allows her or him to be treated for physical injuries, as well as, press charges later if she or he chooses to do so.
 - Remind the victim/survivor to take a change of clothes with her or him since the clothing might be collected as evidence.
 - If it was a sexual assault, discourage the victim/survivor from bathing, brushing teeth, smoking, douching or changing clothes before seeking medical help.
 - Have the victim/survivor save any item that was touched by the assailant. Try not to disturb the area in which the assault took place.
3. Inform the victim/survivor of her or his options:

- Encourage victim/survivor to contact Campus Police (577-2222). Inform her or him that contacting Campus Police does ***not*** mean she or he is required to press charges.
 - If victim/survivor chooses not to contact Campus Police, inform the victim/survivor that you are obligated to report that an assault took place but you will not break her or his confidentiality and report her or his name or other identifying information if she or he does not want you to.
 - Victims/survivors of relationship violence or stalking can apply for a Personal Protection Order (PPO) that will order the perpetrator to refrain from contacting them. Campus Police can assist in obtaining a PPO. While PPO's do not guarantee safety, they do influence some perpetrators to desist, and can enhance the case for criminal prosecution by creating a paper trail if further incidences should occur.
 - Offer to contact Counseling and Psychological Services. The phone number is 313-577-3398. (Hours of operation are from 8:30AM – 7:00PM, Monday-Thursday and 8:30 am-5:00 pm on Fridays.) In case of an emergency during other hours, call 313-325-5634.
 - Inform the victim/survivor that she or he also has the option to contact other crisis centers. These include:
 - Detroit Rape Counseling Center 313-833-1660;
 - Turning Point (Mt. Clemens) 586-463-6990;
 - First Step (Downriver/Western Wayne County) 1-888-453-5900;
 - My Sister's Place (Eastside Detroit) 313-921-1025;
 - Genesis House II (Westside Detroit) 313-883-5614;
 - Haven (Pontiac) 248-334-1274;
 - Safe House (Ann Arbor) 734-995-5444.
 - Allow the victim/survivor to make her or his decisions.
4. Complete a *Wayne State University Relationship Violence and Sexual Assault Data Collection Form* (available online at <http://www.csip.wayne.edu>) and forward to Counseling and Psychological Services (CAPS), Room 552, Student Center Building.

E. Student Conduct Officer

The University's disciplinary procedures are outlined in the Student Code of Conduct (www.doso.wayne.edu/code_of_conduct.pdf), and are administered by the University Student Conduct Officer. The primary purpose of the policy is "to promote campus civility and academic integrity and to provide a framework for the imposition of discipline in the University setting." If you choose to file a code of conduct charge against a student accused of

sexual misconduct, stalking or relationship violence, contact the University Student Conduct Officer at 577-1010, ab5823@wayne.edu or visit the Dean of Students Office in Room 351 Student Center. A student who is found in violation of the Student Code of Conduct may be issued a variety of sanctions including, but not limited to, disciplinary reprimand, disciplinary probation, suspension or expulsion.

F. Office of Equal Opportunity (OEO)

Office of Equal Opportunity (OEO) is the Wayne State University office that is responsible for the implementation of the University's Non-Discrimination/Affirmative Action policies, procedures and practices to ensure that no person is discriminated against in employment, educational programs and activities on the basis of race, color, gender, national origin, sexual orientation, marital status, disability or veteran status.

OEO policy on Sexual Harassment:

It is the policy of Wayne State University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

The law of the State of Michigan prohibits discrimination in employment and in education and provides that:

Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature is strictly prohibited.

For more information on the OEO Discrimination Complaint Procedure call 577-2280, www.deo.wayne.edu or visit their office at 3660 Academic/Administration Building.

Complete a *Wayne State University Relationship Violence and Sexual Assault Data Collection Form* (available online at <http://www.csip.wayne.edu>) and forward to Counseling and Psychological Services (CAPS), Room 552, Student Center Building.

Wayne State University Relationship Violence and Sexual Assault Data Collection Form

This form should be completed by any Wayne State University staff member who has contact with a victim of sexual assault, relationship violence, or stalking. The purpose of this form is to document incidents of sexual assault, relationship violence, or stalking that occur in the Wayne State University community. Send completed form to the Director of Counseling and Psychological Services (CAPS).

The victim's name should not be recorded. Please complete the form within 24 hours after discussion with victim. Leave sections blank if necessary. Please note there is a section for victim/survivors of sexual assault and a section for victim/survivors of relationship violence and stalking.

Demographics

Reporter's name: _____

Date of report: _____

Date of discussion with the victim: _____

Date of Incident: _____

Time of Incident: _____

Describe specific location where incident occurred (name of building, street, campus, etc.) _____

Victim's age: _____

Sex:

- Male
- Female

Victim's status:

- Student
- Staff
- Other (specify) _____

Victim's Race/Ethnicity: _____

Sexual Assault

Description of incident (s): (check all that apply)

- Indecent touching of breasts
- Indecent touching of genitals
- Oral penetration
- Vaginal intercourse
- Anal intercourse
- Attempted intercourse but no penetration
- Other (specify) _____
- Unknown

Did alcohol play a role in the assault?

Used by victim:

- Yes
- No
- Unknown
- Other drugs _____

Used by assailant:

- Yes
- No
- Unknown
- Other drugs _____

Did victim lose consciousness from alcohol/other drugs?

- No
- Yes (specify) _____

Is involuntary drugging of victim suspected?

- Yes
- No
- Unknown

If yes, was drug testing done?

- Yes
- No

Results (if known) _____

Assailant was: (check all that apply)

- Male
- Female
- Multiple assailants: Male # _____ Female # _____
- Acquaintance
- Stranger
- Partner
- Spontaneous date (i.e., met at a bar or party)
- Other (specify) _____
- Unknown

Assailant's status:

- Student
- Staff
- Faculty
- Other (specify) _____
- No campus affiliation
- Unknown

Force or threat of force without victim's consent?

- Yes
- No
- Unknown

Weapon involved?

- Yes (specify) _____
- No
- Unknown

Initial post-assault medical exam was done at:

- No exam done
- Exam Recommended
- University Health Services
- Evidence collection exam done
- Non-evidence collection exam done
- Other (specify) _____
- Hospital (specify) _____
- Unknown

Reported to law enforcement:

- Yes
- No
- Unknown

By whom:

- victim
- staff

Incident was reported to the following authorities:

- Campus police
- Local police (specify jurisdiction)
- Judicial Affairs
- Housing
- CAPS
- Equal Opportunity Office
- Ombudsman
- Other (specify) _____

Victim referred to following authorities:

- Campus police
- Local police (specify jurisdiction)
- Judicial Affairs
- Housing
- CAPS
- Equal Opportunity Office
- Ombudsman
- Other (specify) _____

Victim has acquired assistance from:

- Campus police
- Local police (specify jurisdiction)
- Judicial Affairs
- Housing
- CAPS
- Equal Opportunity Office
- Ombudsman
- Other (specify) _____
- Unknown

Relationship Violence & Stalking

Description of incident(s):

- Hitting/kicking
- Pushing
- Strangling
- Rape/sexual assault* (also, fill out reverse side)
- On-going physical violence
- Stalking
- Other (specify)_____
- Unknown

Did alcohol play a role in the assault?

Used by victim:

- Yes
- No
- Unknown
- Other drugs _____

Used by assailant:

- Yes
- No
- Unknown
- Other drugs _____

Did victim lose consciousness from alcohol/other drugs?

- No
- Yes (specify)_____

Assailant was:

- Male
- Female
- Dating partner
- Spouse
- Former partner
- Long term partner/significant other
- Other (specify)_____

Assailant's status:

- Student
- Staff
- Faculty
- Other (specify)_____
- No campus affiliation
- Unknown

Weapon involved?

- Yes (specify)_____
- No
- Unknown

Visit to health care provider has occurred since incident:

- No
- Yes (if yes, check location)
- University Health Services (check all that apply)
- Hospital (specify)_____
- Other (specify)_____
- Unknown
- Injuries noted (specify)_____
- Visible injuries photographed

Reported to law enforcement:

- Yes
- No
- Unknown

By whom:

- victim
- staff

Incident was reported to the following authorities:

- Campus police
- Local police (specify jurisdiction)
- Judicial Affairs
- Housing
- CAPS
- Equal Opportunity Office
- Ombudsman
- Other (specify)_____

Legal proceedings:

- PPO issued
- Administrative directive issued
- Legal/court proceedings

Victim referred to following authorities:

- Campus police
- Local police (specify jurisdiction)
- Judicial Affairs
- Housing
- CAPS
- Equal Opportunity Office
- Ombudsman
- Other (specify)_____

Victim has acquired assistance from:

- Campus police
- Local police (specify jurisdiction)
- Judicial Affairs
- Housing
- CAPS
- Equal Opportunity Office
- Ombudsman
- Other (specify)_____
- Unknown