

# CAMPUS SAFETY INTERACTION PROGRAM

## Protocol for Responding to Sexual Misconduct, Relationship Violence, and Stalking

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## 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 Advisor or the Resident 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 given any 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](http://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 Judicial Officer to obtain an explanation of the process for filing judicial charges against the student. The Judicial Officer can be contacted at 577-1010, [www.doso.wayne.edu](http://www.doso.wayne.edu), [ab5823@wayne.edu](mailto:ab5823@wayne.edu), or visit the Dean of Students Office, room 351 Student Center.

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## Protocol for University Community Responders

Victims/survivors of sexual violence, relationship violence and stalking may present themselves at various points 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 Advisors and Directors

In the University's Residence Halls, anyone learning of an incident of sexual misconduct or relationship violence should contact the Resident Advisor or the Resident Director. When a victim/survivor presents her or himself to the Resident Advisor or Director, he/she should remain with the victim/survivor and serve as an advocate. Inform the victim that the incident will be reported to the Director who will call the police. The Director will only give identifying information with the victim's permission. The advisor should take the following steps:

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 not a medical emergency, inquire about physical injuries, and advise the victim/survivor to seek medical assistance.
  - Explain the benefits of seeking medical attention. They will help make sure you are 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 he or she 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 are required to press charges,
- Even if the victim/survivor chooses not to contact campus police, inform the victim/survivor that they are obligated to report to Campus Police that an assault took place/complete and incident report. To the greatest extent possible, Campus Police 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 Personal PPO. While Personal Protection Orders do not guarantee safety, they do influence some perpetrators to desist, and can enhance the prosecution if further incidents occur. and help create a paper train that can enhance prosecution if further incidences 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) 810-463-6990; First Step (Downriver and Western Wayne County) 1-888-453-5900; My Sister's Place (Eastside Detroit) 313-371-3900; Genesis House II (Westside Detroit) 313-883-5614; Haven (Pontiac) 248-334-1274; Safe House (Ann Arbor) 734-995-5444

4. 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

5. Complete an incident report.

6. Assess Housing Needs with the victim/survivor. The Resident Assistant or Director needs to assess safety issues by asking 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 his/her 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 to suspension or expulsion of the accused to the University's Judicial Officer.*

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## 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, encourage her or him to Campus Police to learn options available to them.
- 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.

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### 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 should take the following steps:

- Provide emotional support and comfort to the victims/survivors. Accompany the victims/survivors and continue providing support throughout the reporting and prosecution process.
- Campus Police will advise the victim/survivor to seek medical assistance if necessary. Assist the victim/survivor in obtaining appropriate medical attention.
- Campus Police will arrange for transportation to local medical facilities as necessary.
- If victim/survivor inquires about the prosecution process, the Campus Police 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 they may also be interviewed by Wayne County Prosecutor's office, in which case, the University 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.

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## 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 the following steps:

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. "They will help make sure you are physically okay."
  - Contact Campus Police (577-2222) to arrange transportation if victim/survivor wants medical attention.
  - Explain that seeking medical treatment does not obligate the 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 (1) she or he are required to press charges, Encourage her or him to contact Campus Police as soon after the assault as possible.
  - If victim/survivor chooses not to contact campus police, inform the victim/survivor that you are obligated to report that an assault took place/complete an incident report to campus police 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 Personal PPO. While Personal Protection Orders do not guarantee safety, they do influence some perpetrators to desist, sometimes increase the promptness of police protection, and help create a paper train that can enhance prosecution if further incidences occur.
  - Inform the victim/survivor they also have the option to contact other crisis centers. These include: Detroit Rape Counseling Center 313-833-1660; Turning Point (Mt. Clemens) 810-463-6990; First Step (Downriver and Western Wayne County) 1-888-453-5900; My Sister's Place (Eastside Detroit) 313-371-3900; 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. Offer 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
  5. Complete an incident report.

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#### E. Judicial Officer

The University's disciplinary procedures are outlined in the Student Due Process Policy ([www.doso.wayne.edu/sdpp](http://www.doso.wayne.edu/sdpp)), and are administered by the University Judicial Officer. The primary purpose of the policy is "to maintain the educational mission of the University, promote campus civility and provide a framework for the imposition of discipline and due process for those students accused of violating the behavioral standards established by the University community." If you choose to file a judicial charge against a student accused of sexual misconduct, stalking or relationship violence, contact the University Judicial Officer at 577-1010, [ab5823@wayne.edu](mailto: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 Due Process Policy may be issued a variety of sanctions including, but not limited to, disciplinary reprimand, disciplinary probation, suspension or expulsion.

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## F. Equal Opportunity, Policy Development and Analysis (EOPDA)

Equal Opportunity, Policy Development and Analysis (EOPDA) 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.

### *EOPDA 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 EOPDA Discrimination Complaint Procedure call 577-2280, [www.eopda.wayne.edu](http://www.eopda.wayne.edu) or visit their office at 3660 Academic/Administration Building.

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