

## Residence Life Sexual Assault Response Protocols

Updated 04.30.14

University Housing staff member receives knowledge (is told by the student in person, or is told by another person that another student has been involved) that a student has been involved in a sexual assault:

- If an assault is in progress, or clear danger to the individual exists, staff member will call 9-1-1 immediately.
- If incident has recently taken place, staff member consults with the survivor regarding the immediacy of needed response. Safety and medical care, if needed, are first priorities.
- If immediate medical attention is needed call 9-1-1.
- Student staff member calls for emergency backup from staff as needed and contacts the on-call live-in professional staff member (pro staff) immediately.
- Depending on the situation, the student staff member informs the survivor that the appropriate UO officials will be consulted/responding either immediately or the next day. Pro staff response depends on the time of the day, details of the incident, and the survivor's desire for support.
- Student staff share with the survivor the 24 hour hotline phone number 541-346-7233 (safe).
- The student staff member will consult with the pro staff member on the phone and determine the appropriate response depending on the situation.
- After a thorough conversation between the student staff and pro staff members, a decision will be made about the appropriate response. In general -
  - If the incident happened in the past while the survivor was not a UO student and the student confirms they feel safe and does not express the desire to talk with a professional immediately, the pro staff member does not need to meet with the survivor immediately. The pro staff member will follow up (in person or on the phone) with the survivor the next day.
  - If the incident happened in the past while the survivor was a UO student and the student confirms they feel safe and does not express the desire to talk with a professional immediately, the pro staff member does not need to meet with the survivor immediately. The Pro staff member will meet in person with the survivor the next day.
  - If the incident happened recently, the Pro staff member will meet with the survivor immediately.
- General information will be entered in the residence life communication log by the pro staff member. This communication system will alert via email the following: Director of Residence Life, Dean of Students, Associate Dean of Students, Director of University Housing, Equal Opportunity Specialist, Director of Affirmative Action and Equal Opportunity, and Sexual Violence Response Coordinator.
- Student staff member should remain calm. There should be no attempt to judge the validity of the complaint, particularly when speaking with the survivor.<sup>1</sup>
- If during the day, the pro staff member calls the Dean of Student Office (DOS) to inform and/or consults on the best next step.
- If during late hours, the pro staff member calls the residence life leadership team member and together they decide if the DOS advocate needs to be called immediately.
- If needed, the pro staff on-call member reports to the scene where the survivor is.
- The pro staff member arrives and can communicate the following as appropriate:
  - *I'm sorry this happened to you*
  - *No one deserves to be assaulted*
  - *It's not your fault*
  - *You are not alone*
  - *There is help*
- If the DOS advocate has been call to response, the student staff, pro staff, and survivor while waiting for the DOS advocate to respond, they engage in a discussion about available resources: Sexual Violence Response and Support Services Coordinator, UO Counseling & Testing Center, UO Health Center, UO Police Department, local hospitals, etc.

- The pro staff member manages other students/individuals who are present and takes control of the situation as needed and as much as possible. The pro staff member encourages all involved not to proceed until the DOS advocate is available to discuss all options.
- If the assault has just occurred, the staff should encourage the survivor to not shower but that the DOS advocate will discuss with her/him the available options which could include going to a hospital or the UO Health Center to see a sexual assault nurse examiner as forensic evidence collection should happen as soon as possible.
- The staff provides support and care for the survivor until the DOS advocate arrives.
- Once the DOS advocate arrives, the pro staff members take cues and supports that person as needed/requested.
- The DOS advocate calls and involve UOPD as needed. Additionally, the DOS advocate will inform the survivor that UOPD might want to talk with them but they are not required to talk with the officer if they did not want to. It is their choice. However, the DOS advocate will encourage the survivor to file a report with the UOPD and offers to help facilitate the meeting. Reporting may prevent another incident. <sup>4</sup>
- If the survivor refuses to talk with UOPD, the pro staff member and/or the DOS advocate can ask the following questions. It is important not to ask the survivor to repeat the incident. Therefore, if they are willing to speak with UOPD wait for an officer's arrival.
- If the pro staff member and/or DOS advocate is asking the questions, let the survivor share as much or as little detail as they would like. Under the best of circumstances the following questions would be answered.
  - Do you feel safe?
  - Do you need to go to the hospital?
  - Are you free from any immediate danger or harm?
  - Where did the incident occur? Did it occur on-campus, off-campus or at a student organization's house or event?
  - Who is the perpetrator and where do they live?
  - Do you have class with this individual?
  - Do you feel safe staying in the residence hall?
  - When did this occur?
  - What additional concerns or worry do you have?
- The pro staff member and/or the DOS advocate encourage the survivor to not initiate and to deny/refuse having any contact with the alleged suspect/perpetrator and their associates (text, in person, email, Facebook).
- Based on the information shared, the survivor should be aware that UOPD officers may be required to conduct an investigation, complete a report, and initiate an arrest in cases of assault.
- The pro staff member and/or the DOS advocate informs the survivor that University Housing and the University Conduct Office may have a disciplinary hearing process for adjudicating incidents of sexual misconduct and intimate partner violence. This is a separate process than criminal charges. It is the survivor's choice to press criminal charges.
- The pro staff member and/or the DOS advocate ask if the survivor feels safe in her/his current living assignment. If not, the pro staff member works with the survivor to review the options available for alternative housing.
- Staff, witnesses, and survivor are asked to submit reports.
- The pro staff member and/or the DOS advocate will emphasize the strong support and encourage the survivor to contact the UO Counseling & Testing Center.
- After getting details of the incident and/or if guidance/counsel is needed during the meeting, the pro staff member contacts the on-call Leadership Team member at anytime. If not during but definitely immediately afterwards, the pro staff member updates the on-call Leadership Team member.
- The Leadership Team member contacts the Director of Residence Life and Academic Initiatives.
- Depending on the incident, the Director of Residence Life contacts the Director of University Housing.
- The Director of Residence Life consults with UOPD, DOS, etc. and determines if a risk assessment is needed. The Threat Assessment Consultation group will determine if immediate action is needed regarding the alleged suspect/perpetrator. The Dean of Students will work with appropriate University officials including Affirmative Action and Equal Opportunity, UOPD and Student Affairs Communications regarding communication (Clery Act Alerts warning the community of incidents that represent a threat the safety of students or employees).

- The pro staff member will respond to the hospital if survivor is hospitalized and a request was made by the survivor. Any university staff member may not provide transportation.
- The pro staff member will assess the floor/complex needs for support and assist as response is needed including an next day or in the future follow-up.
- The pro staff member will support and check-in with the student staffs who were involved as needed.
- A report of an incident of sexual assault to a staff member constitutes a report to University Housing. University Housing must report the incident to DOS and UOPD, although charges may not necessarily be filed. All University Housing staff must be honest and up-front with the survivor regarding the department's obligation to report. The staff should, however, inform the survivor that although they must report this to UOPD who might be calling the survivor, the survivor does not have to cooperate with the police if she/he does not wish to.

### **Notes**

<sup>1</sup> When talking with a survivor, a staff member should try to remember as many of the following as possible:

- ✓ Assure the survivor that she or he is safe now.
- ✓ Assure survivor that she or he is not to blame.
- ✓ Avoid blaming questions like, "Why didn't you scream?" or "Why were you . . .?"
- ✓ Avoid expressing your own anger. Phrases like "If you could find the creep, I'd kill him!" will do more harm than good.
- ✓ Avoid touching the survivor without asking and be conscious of things like sitting too close.
- ✓ Know that you could not have prevented the assault, but helpful reactions from you can make all the difference in the world.

<sup>2</sup> These advocates serve as liaisons to other services on behalf of the survivor to medical exams, meetings with police, and other meetings as needed. Advocates have the most up-to-date information on the multitude of support services available and can help the survivor develop safety plans, manage academic demands and change living arrangements, if desired.