

John Tyler Community College

Victims' Rights Provisions – 2014

Sexual misconduct is not tolerated at John Tyler Community College. Reports of sexual assault, dating/domestic violence, or stalking are taken seriously. It is important to JTCC that victims (complainants) are informed, protected, and respected. The complete John Tyler Community College Sexual Misconduct Policy is available online at www.jtcc.edu. More information about the College's responsibilities under Title IX to address complaints of sexual violence can be found online.

The following rights are afforded to any JTCC student, staff, or faculty member who experiences such an incident. It is JTCC's hope that these rights will provide you with adequate information from which to choose your options.

1. **CONFIDENTIALITY.** Above all, confidentiality of victims must be protected. Identifying information of a victim will be protected as much as possible. This means that a victim's name will not be published or otherwise publicized without her/his permission. When a person makes an official complaint to authorities, all possible protections will be afforded this individual, whether or not she/he participates in any investigation. When the College needs to act to protect the safety of others, absolute confidentiality may not be possible. For absolute confidentiality, the regional Sexual Assault and Domestic Violence Hotline at 804-643-0888.
2. **TIMELY WARNINGS.** Any timely warning that is broadcast through JTCC websites or emails for the safety of our community will not identify a victim by name.
3. **REPORTING OPTIONS.** It is your choice whether or not you decide to report your victimization. At JTCC, there are several offices to report an incident if you choose to do so. See list below.

Campus Security – 804-897-6678 or 804-796-4025
To report the incident and begin a criminal investigation

Local Police Department – 911
To report the incident and begin a criminal investigation with minimal college involvement

Title IX Coordinator, Sandra Kirkland, Dean of Students (804) 594-1566 or (804) 706-5208, skirkland@jtcc.edu or Deputy Title IX Coordinator, Michelle Spencer, Assistant Dean of Student Development (804) 594-1534 or (804) 706-5067 mspencer@jtcc.edu
To report the incident and begin a Student Code of Conduct investigation

Susan Grinnan, Associate Vice President of Human Resources – 804-706-5035
To report the incident and begin a Title IX investigation

1. **NO CONTACT or PROTECTIVE ORDERS.** The College will honor any protective order that you may have acquired through the local courts. Please bring a copy of such a court order to Campus Security for their information and enforcement. In addition, a JTCC

administrative no contact order may be created by the Title IX Coordinator once the incident is reported to that office.

2. **PRESERVING PHYSICAL EVIDENCE.** If you are considering a criminal prosecution, it is extremely important to preserve all evidence of an assault. If you go to a hospital as a result of a penetrating sexual assault, you are entitled to a free evidence collection examination called a SANE exam. SANE stands for Sexual Assault Nurse Examiner. In the Richmond Metro Area, the preferred hospital for such an exam is VCU Medical Center, St. Mary's Hospital, Memorial Regional Hospital, Richmond Community Hospital, Watkins Center or St. Francis Hospital, where they have specially trained nurses on call 24 hours a day for such purposes. The nurse will collect the evidence and ask the police in the jurisdiction where the crime occurred to pick it up and store it for at least six months. The evidence will be in a box marked only with a number, not your name. You are not required to make an official police report for this evidence to be collected. If you later decide to make such a report, the hospital will give your name to the police and the evidence kit will be tested for possible use in a court case. For more information about how to preserve evidence, contact the Greater Richmond Regional Hotline at 804-643-0888.
3. **STUDENT CONDUCT PROCESS.** If you are a student and your respondent was also a student, then you may choose to report the incident (as the complainant) to the Dean of Students to begin a Title IX investigation. This is not a criminal investigation; you may or may not choose to contact the police to file criminal charges. An investigation will be conducted on campus to determine whether the respondent is responsible for the act that you have reported. Sanctions for this process are confined to the College only and range from probation to dismissal, depending on the severity of the incident.
4. **HUMAN RESOURCES PROCESS.** If you are an employee, then you may choose to report the incident to JTCC Human Resources, specifically to the Associate Vice President of Human Resources, Employee Relations Specialist or the designated HR Campus Consultant. Additionally, you may also choose to contact Campus Security to use this process or to begin a criminal investigation.
5. **REQUESTS FOR CHANGES.** You may request a change in academic setting (class or campus) or work assignment in order to be more clearly separated from the accused perpetrator. Such a request will be granted to the greatest extent possible. These requests should be made to the Dean of Students or Title IX Coordinator (if you are a student) or the Associate Vice President of Human Resources or Title IX Coordinator (if you are an employee). Requested changes will be made as soon as alternative arrangements can reasonably be made and regardless of whether you choose to pursue an investigation into your incident.
6. **FAIR AND IMPARTIAL INVESTIGATION AND RESOLUTION.** You can expect a fair and just process as your complaint is handled, either through the Dean of Students, Human Resources, or Title IX Coordinator.
7. **RETALIATION CONCERNS.** Threats, intimidation, and any form of retaliation for bringing a complaint of sexual misconduct are prohibited by the Sexual Misconduct Policy as well

as Federal law and may be grounds for disciplinary action. If any retaliation occurs, it is important to contact either the Title IX Coordinator, and/or Human Resources.

8. COMMUNITY RESOURCES. Since JTCC does not offer mental health counseling to students or employees, it is important to be aware of community resources that are both free and confidential. All offer 24-hour services. It is best to choose the service listed below that is closest either to your home or your campus.

Local Resources:

YMCA Sexual and Domestic Violence Hotline 804-643-0888
Chesterfield and Richmond

Safe Harbor Hotline (Henrico County) 804-287-7877

The James House Hotline 804-458-2840
(Colonial Heights, City of Hopewell, City of Petersburg, Dinwiddie County,
Prince George County, Southern Chesterfield County)

Chesterfield County Domestic and Sexual Violence Resource Center 804-318-8265

LBGTQ Partner Abuse and Sexual Assault Hotline 866-356-6998

VCU Medical Center, St. Mary's Hospital, Memorial Regional Hospital, Richmond Community Hospital, Watkins Center and St. Francis Hospital, have specially trained Sexual Assault Nurse Examiners on call 24 hours a day.