

## **SEXUAL VIOLENCE RESPONSE PROTOCOL**

### 1. Introduction

1.1. The procedures described herein are general guidance to be followed in response to reports of sexual violence on campus or involving a student or employee. The

Police Department

Student Affairs (when any party to the sexual violence is a student)

Center for International Services and Programs (when any party to the sexual violence is an international student)

Residence Life (when any party to the sexual violence lives on campus)

Athletics Department (when any party to the sexual violence is an athlete)

Human Resources (when any party to the sexual violence is an employee)

Counseling Center

Office of General Counsel

Office of University Compliance

University Marketing

Office of the Provost

3.2. Representatives of other offices may be invited to attend Response Team meetings on an ad hoc basis. Each director shall provide the names and contact information for its members to the Office for Institutional Equity, the Police Department and the Division of Student Affairs. These offices shall maintain up-to-date lists of Response Team members.

3.3. The Title IX Coordinator, or designee, shall chair the SVRT.

4. Response to a Report of Sexual Violence

4.1. The following steps will be taken when any member of the Response Team receives information regarding an incident of sexual violence on campus, or involving a University student or employee

4.4. **Within 24 hours**, or as soon as reasonably possible, after any Response Team member receives a Report, the Response Team shall meet. During its meeting, at a minimum:

All team members will share all available information regarding the incident, except for information obtained in confidence by the Counseling Center or Health Center, or when sharing of the information could jeopardize a law enforcement investigation.

4.6. **Following the investigation, including any appeals**, the Response Team will meet to review the incident and response process unless the Chair determines it is not necessary to do so. The review will include:

Whether this Protocol was appropriately followed;

Which elements of the process worked well and which could be improved; and

Whether changes should be made to this Protocol.

4.7. **At least annually**, OIE will organize a meeting of the Response Team to engage in a tabletop exercise or case study, or to receive updates on the law or training on sexual violence response.

## 5. Release of Information

5.1. No member of the Response Team may release information regarding the incident, the parties, or any related matter to anyone outside of the Response Team (or in his or her chain of command), except as part of a University or law enforcement investigation, in accordance with an incident communication plan, or with the permission of the Office of General Counsel. All media inquiries shall be forwarded to University Marketing. All public records requests will be forwarded to the Office of General Counsel.