

Residence Hall Procedures for Responding to a Sexual Assault

Please use the following guidelines when assisting a student who is reporting an assault. Please remember to contact your Hall Director regarding the incident. You may also contact the Office of Counseling Services for support.

- 1) Review the guidelines on “How to help a student who has been sexually assaulted.” Support and encourage the student to share as they feel comfortable. Based upon the student needs, provide information on resources.
- 2) Inform the student of the option for a **medical evaluation** at Riverside Hospital or Sentara. Encourage the student to do this as soon as feasible and explain that a support person can be present, a friend, counselor or advocate (advocates can be contacted by calling the **Center for Sexual Assault** at 757-599-9848).
- 3) Encourage the student to speak directly with a counselor in the **Office of Counseling Services** for support and providing information on procedures and resources. Please call 594-7047, or if after OCS business hours, contact your Hall Director to contact the counselor on call.
- 4) Encourage the student to call the **Center for Sexual Assault Survivors** at 757-599-9844 which offers a **24 hour hotline (757-599-9848)** as well as free counseling and advocacy. Often students may feel more comfortable calling the Center since it is off campus.
- 5) Inform the student of their right to file a report with Campus Police. Campus police have experienced staff who can explain the options and how to report. Inform the student that speaking with Campus Police **does not mean** they have to press charges. They may simply talk with the police about their options.
- 6) Inform the student that the **Center for Honor Enrichment and Community Standards 594-7190** can be contacted to discuss a university disciplinary process for incidents of sexual misconduct. Inform the student that this process is separate from filing charges with the police.
- 7) Ask the student if they have a **safe place** to stay and/or if they are comfortable returning to their room. If not, please contact the Dean of Students at 594-7160 during the day. If after hours please contact the Hall Director on call to get in contact with the Dean of Students.
- 8) Inform the student you will have to complete **an incident report with residential life**. Please inform the student that their name will be in the report but discretion will be used as to who has access to this information and the report.

- 9) Tell the student that an **anonymous report will be filed** as part of the Clery Act, which is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. This report is not part of the residence life report and its purpose is to track incidents within the University Community. **No identifying information will be collected.** In order to facilitate this process, encourage the student to contact the Office of Counseling Services (594-7047) so this can be further explained and support can be provided.

- 10) Complete a **Sexual Assault Incident Report** (copy is provided) **within 24 hours of the incident.** Please complete this report with your Hall Director. Remember in completing this report that you will need to try and gather the date, time, location, and whether the perpetrator was a student from the person reporting. If the student does not share this information, please write in the report that they did not want to answer.

- 11) Provide the Student with a copy of **Issues and Resources** Handout to take with them. Please put your name and phone number on the sheet in case the student has further questions.