

Faculty and Staff Sexual Violence Response Guide

What are the signs that a student may have experienced sexual violence?

When sex isn't consensual, the aftermath can be devastating to the victim both in and out of the classroom. Victims may experience anxiety and fear, difficulty in relationships, and/or a drop in academic performance – some may withdraw/transfer or drop out of school. Additionally, there may be:

- Shock and disbelief.
- A feeling of "why me?"
- Guilt.
- Denial.
- Flashbacks/nightmares.
- Acute distress/severe anxiety.
- Confusion.
- Multiple fears (of death, rapist, other situations).
- Depression (helplessness/hopelessness).
- Anger.
- Loss of self-esteem.
- Thoughts of suicide.
- Dysfunctional behaviors.

Please note: Not all students experience these signs or symptoms, and some may occur because of other issues.

How can you help prevent sexual violence?

If you know of a student who is harassing, abusing, or acting violently toward others, you have a role in prevention through bystander intervention. Through awareness and action, you can be the person who stops a situation from escalating or continuing. We encourage you to use the SEE Model: Safe Responding, Early Intervention, and Effective Helping.

Safety first. The welfare of the student and the campus community is the top priority when a student displays or threatens violent behavior. Coordinated professional help and follow-up care are essential.

Trust your instincts. It is important to pay attention to your gut feelings. Seek consultation from the Women's Resource Center or the Office of the Dean of Students. Promptly report safety concerns or conduct code violations.

Listen sensitively and carefully. Distressed students need to be heard and helped, but they may have difficulty articulating their feelings. Don't be afraid to ask them if they are under the influence of drugs or alcohol, feel confused, or have thoughts of harming themselves or others.

Be proactive. Use the Student Code of Conduct or your syllabus to inform students in writing of the expectations for campus/classroom conduct and devote time to reviewing this information with your students.

Avoid escalation. Distressed students can be sensitive and easily provoked. Use a nonconfrontational approach and avoid threatening, humiliating, or intimidating responses. Help them connect with the necessary campus resources for assistance.

Help them get help. Refer the student to campus departments or offices that have the expertise and personnel to help them. The Women's Resource Center or the Office of the Dean of Students can help you identify appropriate resources.

Work as a team. Share information and consult with the appropriate Institute officials to coordinate care and follow-up for the student. Violent, threatening, or persistent inappropriate behaviors should always be reported to the Title IX Coordinator, the Office of Student Integrity, and the Georgia Tech Police Department.

How do you help a victim of sexual violence?

The assistance you can offer will depend on the nature, timing, and ongoing effects of the incident(s).

If a student turns to you in the immediate aftermath of sexual assault (within approximately 72 hours of incident):

- **Help the student find a safe environment.**
- **Advise the student to seek medical attention as soon as possible.** Even if there are no apparent injuries, there may be internal injuries. It is also important for the student to get checked for sexually transmitted infections and pregnancy, which can be done at the Women's Clinic in Stamps Health Services or at the Grady Rape Crisis Center. Stamps can also provide emergency contraception. Trained advocates are available 24 hours a day to accompany students or advise them on how to proceed.
- **Advise the student to preserve evidence.** To preserve evidence for a rape kit, which must be collected within 72 hours of an assault, a victim should not bathe, shower, douche, change clothes, brush teeth, chew gum, or eat or drink anything. If a student suspects being drugged, a urine sample should be collected for analysis. A rape kit will help the student pursue justice should he or she choose to press charges, but it is not required in order to report the incident to campus authorities or the police.

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How do you help a victim of sexual violence?

If you learn that a student is being harassed or stalked:

- **Encourage the victim to ask that the behavior stop.** If he or she does not feel comfortable or safe in doing so, however, this is not advised.
- **Encourage the student to document incidents and keep evidence.** Dates, times, locations, specifics of what happened, witnesses, emails, phone logs, texts, etc., can help the victim pursue justice, if desired.
- **Refer the student to appropriate campus authorities.** Student/student harassment should be referred to the Office of the Dean of Students or the Women's Resource Center. Student/faculty-staff harassment is referred to those offices, plus the Office of Human Resources. Also, the Women's Resource Center can offer confidential advice if the harasser is not identified.

If a sexual violence survivor turns to you for support:

- **Don't be afraid to ask for some help.** The Women's Resource Center can put you or the student in touch with a victim advocate who can offer support and make referrals based on the student's needs. Please note that a student does not have to file a report to seek assistance from the Women's Resource Center.
- **Believe the survivor.** It's not your role to question whether the violence occurred.
- **Never blame the survivor.** No one deserves to be a victim of sexual violence no matter what the circumstances. Even if the survivor feels responsible, say clearly, "It wasn't your fault."
- **Help the survivor explore options.** Give the survivor the freedom to choose his or her own course of action or path of recovery, even if you would do it differently.
- **Avoid any re-victimization.** Do not treat survivors as incapable of taking care of themselves. Don't assume control without permission or judge how the survivor handled the situation. Don't ask questions just out of curiosity. Do **NOT** make excuses for the perpetrator's actions.
- **Fill out a Confidential Reporting Form.** This is *required* of faculty and staff for statistical purposes even if the student does not wish to formally report the incident to police or campus authorities. (See next column for more information.)

How do you report sexual violence as a faculty/staff member?

As a faculty/staff member at Georgia Tech, you are required to fill out a Confidential Reporting Form (CRF) to report any acts of sexual violence that may have been communicated to you.

The name of the accused perpetrator is not needed to fill out this form; in fact, you should not ask for the accused perpetrator's name. If the perpetrator's identity is known then, whether the student would want this or not, the report can no longer remain confidential. If the student does reveal this information, you must note it in the CRF. The Institute will make every effort to treat the information as confidential but cannot guarantee confidentiality in all cases.

You must hand deliver the CRF to the Women's Resource Center in a sealed envelope. The CRF must be filled out regardless of how much time has elapsed since the incident.

The CRF allows students to have their assault (but not their names or yours) included in campus statistics without having the case formally investigated by the Institute. The CRF also allows us to follow up with the survivor. A CRF has been included in this folder and can also be accessed at www.voice.gatech.edu.

Reporting options for students

While the Institute encourages students to pursue formal investigations through campus/local police, the Title IX Coordinator, or the Office of Student Integrity, students are not required to pursue further investigation to receive support services.

- To file a complaint for violation of the Sexual Misconduct Policy, students should contact the Office of Student Integrity.
- To file a criminal report, students should contact the Georgia Tech Police Department.

If you have any questions about reporting options or processes, you or the student can discuss them confidentially with a victim advocate from the Women's Resource Center.

Georgia Tech Resources and Support Services

A number of campus resources are available to you and/or your student to help deal with sexual violence, should it occur.

Women's Resource Center (WRC) 404-385-0230

The WRC provides information and education, referrals, and support regarding sexual assault, harassment, or misconduct. The WRC has a victim advocate on staff who can work with victim-survivors and direct them to resources if they are struggling personally or academically or experiencing other consequences resulting from the assault.

Office of the Dean of Students 404-894-6367

The Dean of Students can serve as an advocate for students in reporting incidents of sexual assault. The Dean can provide resources and referrals for victims and enforce judicial actions through the Office of Student Integrity.

Women's Health 404-894-1434

Women's Health in Stamps Health Services has female nurse practitioners who provide services for sexual and reproductive health needs, including pelvic exams and pap smears, contraception (including emergency contraception), and STI screening. They do not collect rape kits.

For additional information on sexual violence and campus resources, visit www.voice.gatech.edu.

Health Promotion 404-894-9980

Health Promotion, a unit of Stamps Health Services and home to the VOICE initiative to prevent sexual violence, provides presentations, programs, and resource referrals for sexual violence and related issues. Students can also meet with health educators individually to discuss sexual health issues.

Georgia Tech Police Department (GTPD) 404-894-2500

Officers from GTPD can support the investigation and prosecution of cases, ensure the well-being of the victim, and transport victims to Grady Hospital for treatment.

Title IX Coordinator 404-385-5151

The Title IX Coordinator is the Institute official with primary responsibility for ensuring the Institute's compliance with laws and regulations that prohibit sex discrimination, including sexual violence.

Georgia Tech Counseling Center 404-894-2575

GT Counseling Center offers free confidential counseling services for Georgia Tech students, including those who have been victims of sexual violence.

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1 Intimate Partner Violence includes any act or threat of physical, sexual, or psychological violence by one person against another person with whom he or she is or has been involved. Although we categorize it under sexual violence, intimate partner violence does not assume the partners have engaged in sexual activity.

2 Intimidation occurs when someone uses their physical presence to instill fear in another, although no physical contact occurs. Intimidation can also occur where one's knowledge of prior violent behavior by an assailant (coupled with menacing behavior) places this person in fear as an implied threat.

3 Coercion is use of force or intimidation (i.e., threats) to obtain consent for an otherwise unwanted act. Coercion can also include the repetition of the activity beyond what is reasonable, the degree of pressure applied, or environmental factors such as isolation or the initiator's knowledge of impairment by alcohol and/or other drugs.

- Consent can be withdrawn at any point without explanation.
- Prior sexual contact or an intimate relationship does not equate to consent.
 - Being under the age of consent (16 in Georgia).
 - Having a cognitive impairment.
 - Being under the influence of alcohol or drugs.
- Consent cannot be given or received when there is incapacitation, meaning the individual is unable to understand the situation or the consequences of their decision. Incapacitation can include:
 - The person responsible for obtaining consent can alternate throughout the course of the sexual encounter, depending on who is initiating a particular activity.
 - Consent to one sexual activity does not imply consent to all sexual activities.

Rules for consent:

- **Responsibility:** The responsibility for obtaining consent lies with the person initiating the particular sexual activity.
- **Actual Consent:** Verbally saying yes or making another affirmative statement that indicates a willingness to engage in the mutually agreed upon sexual activity. Consent is the presence of yes, not the absence of no.
- **Context:** Each person gives consent freely, without the presence of intimidation¹ or coercion², whether physical or not.

Consent has three components:

Consent must be given based on an informed decision, with language both parties understand.

What constitutes "consent"?

- Indecent behavior or exposure.
- Taking or distributing explicit photographs without consent.
- Intimate partner violence.¹

What is sexual violence?

If you are interested in serving on VOICE's Sexual Violence Task Force, contact voice@gatech.edu.

VOICE is a campus-wide initiative committed to preventing sexual violence through the cultivation of respect, communication, and equity among all members of the Georgia Tech community.

Everyone has the right to live and learn at Georgia Tech free of violence or the threat of violence, and it is a violation of the Georgia Tech Policy on Student Sexual Misconduct, Sexual Harassment, Stalking, and Intimate Partner Violence to engage in any form of sexual activity or conduct involving another person without the consent of the other person.

As a faculty/staff member at Georgia Tech, you should understand this issue and be prepared to respond appropriately in the event that one of your students becomes a victim of sexual violence. Please read this guide and keep it available for reference.

Sexual violence is a prevalent issue among college-aged women and men. During their time in college, one in five women and one in 17 men experience sexual violence or misconduct, so chances are, you know a student who is a survivor.

Introduction