



## 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 University's response to any particular situation may vary. Sexual violence includes sexual assault, stalking, domestic violence, dating violence or relationship violence, as those terms are defined in the University's Discrimination/Harassment Policy. The purpose of this Sexual Violence Response Protocol (the "Protocol") is to ensure appropriate steps are taken to respond to reports of sexual violence, with a goal to:

- Ensure the immediate physical safety of the reported victim;
- Provide the reported victim information regarding his or her reporting options, including the options to report to law enforcement or file a complaint with the Office for Institutional Equity (OIE);
- Provide the reported victim information regarding available University and community resources;
- Ensure that information is appropriately gathered and shared among University personnel with a need to know; and
- Comply with the University's legal obligations to respond to and report incidents of sexual violence.

1.2. This Protocol does not address the issuance of emergency or timely warnings, or reporting of crimes of sexual violence under the Clery Act. The Police Department takes the lead in those matters in accordance with its procedures.

### 2. Framework

2.1. This Protocol assists in the implementation of the University's [Discrimination/Harassment Policy](#) and the [Procedures for Investigating Complaints of Discrimination and Harassment](#) (the "Procedures") issued by OIE.

### 3. Response Team

3.1. Members of the Response Team are responsible for implementing this Protocol. The director of each of the following offices will appoint one or more people to the Response Team:

- Office for Institutional Equity

- 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.

#### 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 (a “Report”).

4.2. **Immediately** upon receipt of a Report, the Response Team member will ensure that the following has occurred to the extent possible:

- The reported victim is in a safe place.
- The reported victim has been provided a copy of the [CSU Sexual Violence Response Guide](#), containing information about medical and community resources, and about reporting options to law enforcement and to OIE.
- Initial information has been gathered related to the incident being reported.

4.3. **As soon as possible** after receipt of the Report, the Response Team member shall report the incident to OIE and/or to the Police Department as applicable. Upon receipt of this information, OIE shall schedule a meeting of the Response Team.

4.4. **Within 24 hours** 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.
- OIE will provide information regarding interim measures that have already been taken, if any, and discuss appropriate further steps.
  - Interim measures will be taken by OIE in cooperation with the Vice President of Student Affairs and / or Chief Human Resources Officer, as appropriate, in accordance with the Procedures.
- The Police Department will provide appropriate information related to any law enforcement investigation.
- The team will determine any additional appropriate support to be provided to the reported victim.
- The team will develop a communication plan if considered necessary.
- The team will develop a schedule for subsequent telephone calls or meetings and appoint a Chair of the Team for this Report. Meetings or telephone calls shall occur daily for at least the first three days following a Report, unless the Chair determines otherwise given the nature of the Report (e.g. the Report involves an incident too old or including too little information to allow for a meaningful University response).
- The Chair shall act as case manager for the report and be responsible for ensuring compliance with appropriate procedures.

This meeting may be held as a conference call if necessary when the University is closed.

4.5. **Throughout the investigation and response process** following a report all members of the Response Team will routinely share information they receive with other members of the team, except for details of OIE's investigation, information obtained in confidence by the Counseling Center or Health Center or when sharing the information could jeopardize a law enforcement investigation. Any member of the Response Team may request that the Chair call a meeting or conference call for the purpose of sharing information or discussing significant issues raised in the matter. Email communication is an appropriate means to share factual information related to the investigation and response process. Team members should be aware that written communications, including emails and texts, will likely constitute public records or education records which are subject to review upon request.

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.

**Approved: Provost Mageean, June 4, 2015**