Cleveland State University

SEXUAL VIOLENCE RESPONSE TEAM PROCEDURES

1. Introduction

1.1. These procedures (the "Procedures") are general guidance to be followed by the Sexual Violence Response Team ("SVRT") in response to reports of sexual violence against a student or employee on University property, off-campus during a University activity, or off-campus outside of a University activity when the conduct has continuing adverse effects on or creates a hostile environment for students, employees, visitors or other individuals who participated, are participating or will participate in a University activity. SVRT's response to any particular situation may vary. Sexual violence includes sexual assault, sexual exploitation, stalking, domestic violence and dating violence as those terms are defined in the University's policies. The purpose of these Procedures is to ensure appropriate steps are taken to respond to reports of sexual violence, with a goal to:

- Ensure the 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, including confidential reporting options;
- 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. These Procedures do 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. These Procedures assist in the implementation of the University's Discrimination/Harassment Policy, Affirmative Action, Equal Access, Equal Opportunity and Non-Discrimination/Harassment Policy (collectively, the "Policies") and the Procedures for Investigating Complaints of Discrimination and Harassment (the "Procedures") issued by OIE.

3. Response Team

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

- 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 SVRT 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 SVRT 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 SVRT receives information regarding an incident of sexual violence on campus, or involving a University student or employee (a "Report").

4.2. **As soon as possible, forward the information in the Report to the Title IX Coordinator, who will determine whether to schedule a meeting of the SVRT. A meeting of the SVRT will be called in all cases where further University action may be taken to support the student(s) or employee(s) involved in the incident that is the subject of the Report and/or where, as a result of some aspect of the Report, there is value to the campus community in the SVRT convening to discuss the Report.**

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

- Team members will share all available information regarding the incident, except for information received by confidential resources, 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 SVRT will determine any additional appropriate support to be provided to the reported victim.
- The SVRT will develop a communication plan, if considered necessary.
- The Title IX Coordinator will update the SVRT when additional information is learned regarding the incident, and may call another SVRT meeting, if appropriate.
- The Title IX Coordinator 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 appropriate.

4.4. Throughout the response process following a report, SVRT members will timely share information they receive with the exception of information provided to confidential resources or when sharing the information could jeopardize a law enforcement investigation. Any member of the SVRT may request that the Chair call a meeting or conference call for the purpose of sharing information or discussing significant developments. Email communication is an appropriate means to share information related to the response process. SVRT 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.

4.5. At least annually, the Response Team will meet to review its responses and the response process unless the Chair determines it is not necessary to do so. The review will include:

- Whether these procedures were appropriately followed;
- Which elements of the SVRT process worked well and which could be improved; and
- Whether changes should be made to these procedures.

4.6. At least annually, OIE will organize a meeting of the SVRT 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 SVRT may release information about an incident except on a need to know basis, or 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.

5.2. All media inquiries shall be forwarded to University Marketing.

5.3. All public records requests will be forwarded to the Office of General Counsel.