

**Policy 2.33.3
Sexual Harassment and Other Unlawful Harassment: Response to Sexual Assault and Victim’s Rights**

Effective Date 11/13/14

Responsible Office		Administration			
Responsible Official		VP of Finance and Admin			
Approvals	Policy Cmte.	President	BOT	Last Revised	
	NA	11/13/14	11/13/14		

Procedure

MTCC personnel shall observe the following guidelines when responding to a sexual assault report.

- Assess the victim’s will being, render aid, and express concern and assurance.
- Encourage the victim to seek medical treatment (preferably within 72 hrs.)
- Do not question the victim about details of the incident. Questioning will be handled by trained personnel.
- Notify Campus Security and/or the Title IX Coordinator (Vice President of Finance and Administration).
- Identify the assailant if possible.
- Make sure the victim is in a secure place.
- Identify the location of the crime.
- Assist law enforcement or medical personnel responding to the incident as needed.
- Do not touch, move or collect any evidence unless that evidence may be lost if you do not. If you have to collect evidence, record the following information:
 - Item seized,
 - Time seized, and
 - Location seized.
- If evidence is given to you, record the following information:
 - The person’s name, address, telephone number and date of birth,
 - The item given to you,
 - The time and location where the person seized the item,
 - The time you received the item, and
 - Document chain of custody of the evidence.

Victim’s Rights

- Accuser and accused must have the same opportunity to have others present during disciplinary hearings;
- Both parties shall be informed of the outcome of any disciplinary proceeding;
- Sexual assault victims shall be informed of their options to notify law enforcement;
- Sexual assault victims shall be notified of counseling services; and
- Sexual assault victims shall be notified of options for changing academic and living situations.