

Virginia Tech Sexual Assault Response Protocol

**Written and Compiled by
The VT Sexual Violence Prevention Council
January, 2004**

Last Updated August 2011

Virginia Tech Sexual Assault Response Protocol

Background

The purpose of the VT Sexual Assault Response Protocol is to clearly delineate the services available for victims of sexual assault who are affiliated with VT. All protocol participants are concerned with the rights of all parties involved in an assault – victim and perpetrator – and agree to work collaboratively to ensure that rights are protected and appropriate services are available.

This protocol outlines services available to victims who report sexual assault. Protocols exist at the university for responding to other forms of violence and harassment and should be referred to accordingly. This document will continue to be updated as offices and services change. Participants may be added or removed from the protocol as services emerge and various offices address the needs of victims.

Members of the VT Sexual Violence Prevention Council wrote the VT Sexual Assault Response Protocol over the course of two years. Convened and facilitated by the Women's Center at VT, the Council has the responsibility for addressing service and educational concerns regarding sexual and other forms of violence on the VT campus. The Sexual Assault Task Force has met since 1996, and changed its name to the Sexual Violence Prevention Council in the fall of 2003. Members of the Council serve with the intent of sharing information between selected university departments, as well as off-campus partners with whom a victim or a perpetrator might come in contact.

All members of the university community are expected to provide services and follow regulations outlined by the university, and Federal and State laws. To this end, all participants in this protocol understand the need to adhere to regulations regarding confidentiality including those outlined in the Family Educational Rights and Privacy Act (FERPA, 1974, amended).

Additionally, all participants understand that the university's duty to notify the campus community regarding ongoing or continuing serious threats, including sexual assault, as outlined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) does not violate FERPA. The Clery Act defines the specific responsibilities for colleges and universities to make the campus community aware of crimes that have occurred and necessitate caution on the part of students and employees, and for providing annual reports on campus crime statistics. As required by the Act, "timely warnings" will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Virginia Tech will also "immediately" notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

As stipulated by Title IX of the Education Amendments of 1972, sexual harassment of students, which includes sexual assault, is a form of sex discrimination prohibited by Title IX. As such, the requirements of Title IX pertaining to sexual harassment, including mandatory reporting and investigations, also cover sexual assault. All disclosures of sexual assault made to a university employee (except as noted in individual protocol sections) must be reported to the Title IX Coordinator for review and investigation.

This protocol is the result of extended conversations and cross training between the varied on and off-campus units that respond to sexual assault complaints. Our intent is to serve all victims and to hold perpetrators accountable by providing victims with the necessary support and options for proceeding with filing reports and adjudicating these crimes – both on and off-campus.

Special thanks go to Women's Center at VT staff members Maureen Lazar, Victim Services Outreach Coordinator, and Christine Dennis, Counseling and Advocacy Coordinator, for their work in chairing the Sexual Violence Prevention Council and shepherding this process to its completion. Additional thanks goes to Colleen White in the Office of Judicial Affairs for her contributions in completing this document.

The members of the Sexual Violence Prevention Council, who spent many hours thinking through how to best support victims of sexual assault, are to be commended for their dedication to making VT a safe and supportive place for women, men, and all those who care about stopping violence.

Ellen Plummer

Women's Center at VT / Violence Against Women campus grant #2003-X1697-VA51

January, 2004; Revised April, 2011

2003-2004 Virginia Tech Sexual Assault Prevention Council

Susan Anderson, Womanspace Faculty Advisor

Megan Armbruster, Athletics

Kristen Benson, Women's Center

Michelle Bertram, Women's Resource Center of the New River Valley

Tom Brown, Student Life and Advocacy

Nicki Cantrell, Student Activities

Curtis Cook, Virginia Tech Police Department

Christine Dennis, Women's Center

Janet Harer, Schiffert Health Center

Stephanie Henley, Virginia Tech Police Department

John Glass, Blacksburg Police Department

Jane Keppel-Benson, Cook Counseling Center

Neal King, Women's Studies

Maureen Lazar, Women's Center

Shannon May, Women's Resource Center of the New River Valley

Linda Mitchell, Women's Center

Suzanne Mullins, Student Programs

Stephanie Nicholas, Student Representative - SAVES

Eric Norman, Fraternity and Sorority Life

Corey Reed, Cook Counseling Center

Alison Shaffer, Student Representative - Womanspace

Bill Stringer, Virginia Tech Corps of Cadets

Colleen White, Judicial Affairs

Anna Williams, Women's Center

DRAFT

Virginia Tech Sexual Assault Response Protocol

Table of Contents

Background.....	page 2
Assumptions Guiding the Protocol.....	page 5
Sexual Assault Resources for Referral.....	page 6

Protocol Participants

Women’s Center at Virginia Tech.....	page 11
Women’s Resource Center of the New River Valley.....	page 12
Virginia Tech Cook Counseling Center.....	page 13
Montgomery Regional Hospital.....	page 14
New River Valley Medical Center.....	page 15
Virginia Tech Schiffert Health Center.....	page 16
Virginia Tech Police Department.....	page 17
Blacksburg Police Department.....	page 18
Virginia Tech Student Conduct Office.....	page 19
Virginia Tech Dean of Students Office.....	page 20
Virginia Tech Housing and Residence Life Office.....	page 21
Virginia Tech Fraternity and Sorority Life Office.....	page 22
Virginia Tech Corps of Cadets.....	page 23
Virginia Tech Athletics Department.....	page 24
Virginia Tech Cranwell International Center.....	page 25
Virginia Tech Human Resources Department/Compliance and Conflict Resolution.....	page 26
Virginia Tech Multicultural Programs and Services.....	page 28
Montgomery County Victim Witness Assistance Program.....	page 29

Virginia Tech Sexual Assault Response Protocol Assumptions Guiding the Protocol

Virginia Tech does not tolerate sexual assault. This protocol defines and coordinates efforts of various on and off campus units and agencies in order to provide a caring and effective uniform response to the person who reports having been sexually assaulted. Victims of sexual assault may seek assistance from any university department.

This protocol is based on the following understanding of sexual assault:

1. Sexual assault is a broad term that encompasses any forcible sexual activity that occurs without the consent of the victim. Sexual assault includes, but is not limited to, unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, and forcible penetration with an object or a finger. Both victims and alleged perpetrators can be male and female.
2. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated or physically helpless.
3. Sexual assault victims need to know what services are available and what office provides them. Providers will recognize their own limitations and make referrals when appropriate.
4. Victims need clearly defined choices and options because when they were sexually assaulted, they were in a powerless position and denied choice.
5. Timely services are of the utmost importance for victims as they may be in crisis and there may be time limits associated with the collection of physical evidence of the crime.
6. Victims may receive a Physical Evidence Recovery Kit (PERK) exam from a forensic nurse without making a report to the police. The victim will not be responsible for the cost of the PERK exam even if she or he chooses not to report to the police.
7. Confidential services are essential to the recovery of the victim. The limits of confidentiality must be explained to the victim. See individual department protocols regarding confidentiality; note that the majority of campus services are private and not confidential.
8. All disclosures of sexual assault occurring on university property or by a member of the university community made to a university employee (except as noted in individual protocol sections) must be reported to the Title IX Coordinator for review and investigation. Victims still retain the right to choose the extent to which, if at all, they participate in any university process.
9. Other information sharing between Virginia Tech departments regarding students should be on a **need to know basis**. When sharing information, only share the **minimum** amount of information necessary to facilitate services for the individual and to safeguard the safety of the overall university community. Try not to share identifying information (such as name, group affiliations, specific details of the situation) when at all possible. Try to limit the amount of information communicated about an individual in writing. Recognize that depending on the situation, different people in different departments will likely need differing levels of information.

Sexual Assault Resources for Referral

EMERGENCY ASSISTANCE 911

24-hour crisis hotline 540/639-1123 – Women’s Resource Center of the New River Valley

The Women’s Center at Virginia Tech

206 Washington Street (0270)

Blacksburg, VA 24061

540/231-7806

womctr@vt.edu

www.womenscenter.vt.edu

www.stopabuse.vt.edu

Provides free crisis intervention, counseling, and advocacy services to any Virginia Tech student, staff, or faculty member.

Women’s Resource Center of the New River Valley

P.O. Box 477

Radford, VA 24143

540/639-1123 (24-hour hotline and Emergency Advocate services)

540/639-9592 (administrative offices)

www.wrcnr.org

Provides 24-hour crisis hotline, Emergency Advocate services and group or individual counseling. Also runs emergency shelter and Victim Witness Court Assistant Program. Services are confidential, free of charge and available to anyone in the New River Valley.

Virginia Tech Cook Counseling Center

240 McComas Hall (0108)

Blacksburg, VA 24061

540/231-6557

www.ucc.vt.edu

Provides free and confidential individual or group counseling to any Virginia Tech student who has paid the student health fee. Also provides consultation to individuals in the university community.

Lewis Gale Montgomery Regional Hospital

3700 South Main Street

Blacksburg, VA 24060

540/953-5122

www.mrhospital.com

Provides general medical services including STI screening, pregnancy testing and emergency contraception. Forensic Nurse Examiners are available 24 hours a day to collect evidence as needed for a Physical Evidence Recovery Kit (PERK).

Carilion New River Valley Medical Center

2900 Lamb Circle

Christiansburg, VA 24073

540/731-2866

www.carilion.com/cnrv

Provides general medical services including STI screening, pregnancy testing and emergency contraception. At victim's request, forensic nurses collect a Physical Evidence Recovery Kit (PERK).

Virginia Tech Schiffert Health Center

McComas Hall (0140)
Blacksburg, VA 24061
540/231-6444
www.healthcenter.vt.edu

Provides general medical services to all Virginia Tech Students. Can test for STI screening, pregnancy, and prescribe emergency contraception. Minimal costs are associated with services.

Virginia Tech Police Department

Sterrett Facilities Complex (0523)
Blacksburg, VA 24061
911 (emergency/on campus)
540/231-6411 (office)
www.police.vt.edu

Provides law enforcement services to campus community including investigation of criminal activity, such as sexual assault, and assisting victims with referral to other resources. This department collects and houses the Anonymous Sexual Assault Report Forms.

Blacksburg Police Department

200 West Clay Street
Blacksburg, VA 24060
911 (emergency/off campus)
540/961-1150 (office)
www.blacksburg.gov/government/departments/police.php

Provides law enforcement services to Blacksburg community including investigation of criminal activity, such as sexual assault, and assisting victims with referral to other resources.

Virginia Tech Student Conduct Office

New Hall West, Suite 141 (0428)
Blacksburg, VA 24061
540/231-3790
studentconduct@vt.edu
www.studentconduct.vt.edu

Handles the adjudication of all violations of the code of conduct, including sexual misconduct cases when the alleged perpetrator is a Virginia Tech student.

Virginia Tech Dean of Students Office

109 E. Eggleston Hall (0255)
Blacksburg, VA 24061
540/231-3787
www.dos.vt.edu

Provides support for transition to college life, fostering an inclusive campus community, coordinating the response to student emergencies and providing advocacy support for all students.

Virginia Tech Housing and Residence Life Office

New Hall West, Suite 151 (0428)

Blacksburg, VA 24061

540/231-6205

www.housing.vt.edu

Housing and Residence Life offers assistance to all students living on-campus. Provides crisis intervention through on-call resident advisors, house managers, hall supervisors, and administrators. Primary services include discussion of options, referrals, and follow-up. In some cases, housing re-assignments can be provided for victims who live on campus. In some cases, telephone number changes can also be facilitated.

Virginia Tech Fraternity and Sorority Life Office

New Hall West, Suite 117 (0428)

West Campus Drive

Blacksburg, VA 24061

540/231-6609

gogreek@vt.edu

www.greeklife.vt.edu

Provides advising and offers referrals to campus and community resources.

Virginia Tech Corps of Cadets

143 Brodie Hall (0213)

Blacksburg, VA 24061

540/231-8597

vtcorps@vt.edu

www.vtcc.vt.edu

Provides advising and offers referrals to campus and community resources.

Virginia Tech Athletics Department

Cassell, Jamerson, and Merriman (0502)

Blacksburg, VA 24061

540/231-1252

www.hokiesports.com

Provides advising and offers referrals to campus and community resources.

Virginia Tech Cranwell International Center

Clay Street (0509)

Blacksburg, VA 24060

540/231-6527

www.uusa.vt.edu/cranwell

Provides free counseling, referral, and advocacy services to any international Virginia Tech student who has specific concerns related to culture shock, immigration, financial concerns, domestic concerns, health care providers, and/or Cook Counseling Center.

Virginia Tech Department of Human Resources/Employee Relations

Southgate Center, Suite 179 (0318)

Blacksburg, VA 24061

540/231-9331

www.hr.vt.edu

Provides free and confidential advising and offers referrals to campus and community resources

Virginia Tech Department of Human Resources/Equity and Access

Southgate Center, Suite 159 (0318)

Blacksburg VA 24061

540/231-9331

www.hr.vt.edu/harassment

Houses the Title IX Coordinator. Conducts harassment and discrimination prevention and training, investigates complaints of harassment and discrimination, provides conflict resolution services, and offers referrals to campus resources.

Virginia Tech Multicultural Programs & Services

140 Squires Student Center

Blacksburg, VA 24061

540/231-8584

www.mps.vt.edu

Provides advising and offers referrals to campus and community resources. Provides support to underrepresented students, including the LGBTQ community.

Montgomery County Victim Witness Assistance Program

1 East Main Street Suite 111

Christiansburg, VA 24073

540/382-5705

Housed in the Montgomery County Commonwealth's Attorney's Office. Provides court advocacy services to victims and witnesses of crimes that occur in Montgomery County.

Individual departmental protocols follow that detail a description of services available.

Women's Center at Virginia Tech

Serves: VT Faculty, Staff, and Students

Fees: Free

The Women's Center at Virginia Tech provides crisis intervention, counseling, and advocacy services to any student, staff, or faculty member who is a victim of sexual assault and to the victim's friends, family, and supporters. The Women's Center at Virginia Tech works closely with the Women's Resource Center of the New River Valley (WRC). The WRC serves as the 24-hour hotline for VT's after hours or emergency calls.

Staff members of the Women's Center at Virginia Tech will:

- Explain to the victim that information shared with the Women's Center at VT about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the Women's Center at VT about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis**.
- Explain to the victim that the federal Clery Act requires universities to provide "timely warnings" to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim's identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the VT Cook Counseling Center and the Women's Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women's Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university's Title IX Coordinator for review and investigation of the incident. Inform the victim that the Women's Center at VT will advocate for her or his wishes with the Title IX Coordinator.
- Offer the victim crisis intervention, support, and individual and group counseling.
- Provide individual and systems level advocacy, including but not limited to:
 - Reviewing options, including filing a report with the police department in the jurisdiction where the incident occurred, requesting a civil Protective Order, requesting a university no-contact order (as applicable), filing a report with the VT Title IX Coordinator (as applicable), and filing a student conduct referral (as applicable).
 - Accompanying victim to law enforcement meetings, forensic exams, court proceedings, student conduct hearings, and other meetings with university administrators.
 - Explaining to the victim that she or he will not be forced to make an immediate decision on whether or not to press any type of charges against her or his perpetrator.
 - Advocating for victim's wishes within university systems such as Title IX and Threat Assessment.
 - Providing comprehensive safety planning.

- Assisting victim in finding safe housing (if needed) by reviewing resources available through the Women's Resource Center of the New River Valley. If the victim is a residential student, also consult the Office of Housing and Residence Life about relocation options on campus.
- Assisting the student victim in requesting academic relief available through the VT Dean of Students Office and provide academic advocacy within the victim's department.
- Provide support for family and concerned friends of victims.
- Provide the victim with written information/guides as requested.
- Provide email correspondence options through stopabuse@vt.edu.
- Check with the victim about filing an anonymous report through the stopabuse.vt.edu website. The staff of the Women's Center at VT can file the anonymous report with the permission of the victim. If the Women's Center at VT is not the first department with which the victim has had contact, Women's Center at VT staff will verify that the victim has been given the option to file an anonymous report.

The primary contact at the Women's Center at VT is the Co-Director for Services who can be reached at 540/231-7806 and at stopabuse@vt.edu.

DRAFT

Women's Resource Center of the New River Valley

Serves: Virginia Tech, Radford University, Montgomery County, City of Radford, Pulaski County, Giles County, and Floyd County.

Fees: Free

The Women's Resource Center of the New River Valley (WRC) is the rape crisis and domestic violence center serving Virginia Tech and surrounding communities. The WRC provides services to any victim of sexual assault, dating or domestic violence, stalking, and other forms of abuse. The WRC and the Women's Center at Virginia Tech work closely together.

Staff and trained volunteers at the Women's Resource Center of the New River Valley will:

- Explain that information shared with WRCNRV about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person.
- Inform the victim, as needed, about medical care at the VT Schiffert Health Center, Montgomery Regional Hospital and the New River Valley Medical Center.
- If the victim is affiliated with Virginia Tech, explain resources available on campus including:
 - Counseling services available through the VT Cook Counseling Center and the Women's Center at VT.
 - Advocacy services available through the Women's Center at VT.
 - If the alleged perpetrator is a Virginia Tech student, inform the victim of the option to file a student conduct referral in the VT Office of Student Conduct or file a report with the VT Title IX Coordinator.
 - Give victim written information on Virginia Tech resources.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a disclosure of the incident to a university employee outside of the VT Cook Counseling Center or VT Schiffert Health Center will be reported to the university's Title IX Coordinator for review and investigation of the incident.
- Discuss the option to file a report with the police department in the jurisdiction where the incident occurred.
- Provide 24-hour hotline services (540/639-1123) for victims of sexual assault.
- Provide 24-hour crisis intervention by Emergency Advocates, including accompaniment to medical facilities and police departments.
- Explain the interview process conducted by the police departments.
- Explain the forensic care offered at the New River Valley Medical Center and Montgomery Regional Hospital, including that a police report does not have to be made in order for a victim to receive a forensic examination.
- Offer shelter facilities for victims of sexual assault.
- Provide individual and group counseling to victims of sexual assault.
- Provide court advocates/companion services in Montgomery County courts.
- Provide a victim witness assistant in the city of Radford and Pulaski, Giles, and Floyd Counties to accompany the victims to court proceedings and Commonwealth Attorney's office and guide her/him through the court process.
- Provide information to the victim on Criminal Injuries Compensation Fund through the Commonwealth of Virginia's Victim Witness program.

The primary contact at the Women's Resource Center is the Adult Sexual Assault Counselor who can be reached at 540/639-9592.

Virginia Tech Cook Counseling Center

Serves: Virginia Tech students

Fees: Free

Faculty and staff at the VT Cook Counseling Center will:

- Explain that information shared with anyone at the VT Cook Counseling Center about an individual or situation will not be discussed **inside or outside** Virginia Tech without the written permission of the student. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats of suicide, homicide, abuse of a minor child, or abuse of an elderly person.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women's Center at VT, the Women's Resource Center of the New River Valley, and the Cook Counseling Center.
- Inform the victim about advocacy services available through the Women's Center at VT and the Women's Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a disclosure of the incident to a university employee outside of the VT Cook Counseling Center or VT Schiffert Health Center will be reported to the university's Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the student victim about academic relief procedures and options.
- Provide individual and group counseling for student victims. If more extensive or frequent counseling is needed, a referral will be made to an off-campus counselor.
- Provide after hours on-call services for student victims.
- Offer assistance and support to others connected with the student victim.

The primary contact at VT Cook Counseling Center is the Director who can be reached at 540/231-6557.

Lewis Gale Montgomery Regional Hospital

Serves: Anyone needing medical services

Fees: Costs incurred with medical examinations and treatment, insurance is accepted

Note: The Women's Center at VT or Women's Resource Center of the New River Valley may be contacted for information on financial assistance.

Lewis Gale Montgomery Regional Hospital (MRH) provides medical services to any victim of sexual assault.

Lewis Gale Montgomery Regional Hospital agrees to implement the following steps:

If the sexual assault occurred **within the last 72 hours**, the role of the staff at MRH will be to:

- Provide a forensic nurse to the victim for a medical/forensic examination.
- Explain the option of a Physical Evidence Recovery Kit (PERK), including that the victim does not have to make a report to law enforcement for the PERK to be completed.
- If the victim wants a PERK, explain in detail the evidence collection process.
- Contact the Women's Resource Center of the New River Valley for an Emergency Advocate to meet the victim at the hospital.
- Communicate with law enforcement as necessary.
- Offer a medical examination, testing for sexually transmitted infections, pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the Women's Center at VT or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the Montgomery Regional about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person.
- If the victim is a VT student, inform her or him of counseling services available through the Women's Center at VT, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.

If the sexual assault occurred **after a 72-hour period**, the role of the staff at MRH will be to:

- Provide a forensic nurse to the victim for a medical/forensic examination as appropriate.
- Offer a medical examination, testing for sexually transmitted infections, pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the Women's Center at VT or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the Montgomery Regional about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person.
- If the victim is a VT student, inform her or him of counseling services available through the Women's Center at VT, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.

The primary contact at MRH for forensic nursing services can be reached through the Emergency Department at 540/953-5122.

Carilion New River Valley Medical Center

Serves: Anyone needing medical services

Fees: Costs incurred with medical examinations and treatment, insurance is accepted

Note: The Women's Center at VT or Women's Resource Center of the New River Valley may be contacted for information on financial assistance.

The Carilion New River Valley Medical Center (CNRVMC) provides medical services to any victim of sexual assault.

Carilion New River Valley Medical Center agrees to implement the following steps:

If the sexual assault occurred **within the last 72 hours**, the role of the staff at CNRVMC will be to:

- Provide a forensic nurse to the victim for a medical/forensic examination.
- Explain the option of a Physical Evidence Recovery Kit (PERK), including that the victim does not have to make a report to law enforcement for the PERK to be completed.
- If the victim wants a PERK, explain in detail the evidence collection process.
- Contact the Women's Resource Center of the New River Valley for an Emergency Advocate to meet the victim at the hospital.
- Communicate with law enforcement as necessary.
- Offer a medical examination, testing for sexually transmitted infections (including HIV), pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the Women's Center at VT or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the NRVMC about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person.
- If the victim is a VT student, inform her or him of counseling services available through the Women's Center at VT, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.

If the sexual assault occurred **after a 72-hour period**, the role of the staff at CNRVMC will be to:

- Provide the victim medical care.
- Offer a medical examination, testing for sexually transmitted infections (including HIV), pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the Women's Center at VT or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the NRVMC about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person.
- If the victim is a VT student, inform her or him of counseling services available through the Women's Center at VT, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.

The primary contact at the Carilion New River Valley Medical Center is the Director of Forensic Care who can be reached at 540/731-2866.

Virginia Tech Schiffert Health Center

Serves: Virginia Tech students

Costs: Nominal fees associated with medical examinations and treatment

Note: The Women's Center at VT or Women's Resource Center of the New River Valley may be contacted for information on financial assistance.

Some of the costs related to treatment after a sexual assault might include a sexually transmitted infections screening and emergency contraception to prevent pregnancy.

Faculty and staff at the VT Schiffert Health Center will:

- Explain to the victim that information shared with VT Schiffert Health Center about an individual or situation will not be discussed with anyone **inside or outside** Virginia Tech without her or his written consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person.
- If disclosure occurs **within 72 hours of the assault**, offer the victim an appropriate referral for a forensic examination available at Montgomery Regional Hospital and the New River Valley Medical Center. Inform the victim that a police report does not have to be made in order to receive a forensic examination. Advise the victim how to protect and maintain the chain of evidence.
- Inform the victim of counseling services available through the Women's Center at VT, the VT Cook Counseling Center and the Women's Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women's Center at VT and the Women's Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a disclosure of the incident to a university employee outside of the VT Cook Counseling Center or VT Schiffert Health Center will be reported to the university's Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the student victim of academic relief procedures and options.
- Offer to the student victim appropriate consultation, examination, treatment, and referral.
- Offer the student victim a medical examination to test for sexually transmitted infections (including HIV), pregnancy testing, and/or emergency contraception.
- Explain to the student victim that a health fee will be assessed and mailed to her or his registered address. Inform student that the charges may be paid at Student Accounts in the Bursar's office on Tuesday after her or his visit.
- Inform the student victim that the on-site pharmacy may be able to fill prescriptions.
- If the student victim is concerned about financial costs, encourage the victim to contact the Women's Center at VT or the Women's Resource Center of the New River Valley for information on financial assistance.

The primary contact at VT Schiffert Health Center is the Women's Clinic Coordinator who can be reached at 540/231-5826.

Virginia Tech Police Department

Serves: Anyone within the VT Police jurisdiction

Cost: Free

Officers and staff at the Virginia Tech Police Department (VTPD) will:

- Explain to the victim that information shared with the VTPD about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the VTPD about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Encourage the victim to go to the New River Valley Medical Center or Montgomery Regional Hospital for a forensic exam to collect evidence as appropriate. Inform the victim that a police report does not have to be made in order to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Present to the victim the option of obtaining an advocate from the Women’s Center at VT or the Women’s Resource Center of the New River Valley. Let the victim know the advocate can meet them at the police station for support during any meeting with law enforcement.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Conduct a full investigation upon victim request (if physically able to provide consent), and complete a departmental report, which will be kept in the VTPD records division. May conduct an investigation without victim consent if certain criteria are present.
- Present the victim with the following options for further action:
 - ➔ The victim can choose to take no action and a report will be filed.
 - ➔ The victim can make a conduct referral to the VT Office of Student Conduct (if the alleged perpetrator is a VT student), and/or
 - ➔ The Commonwealth’s Attorney may review the case for purposes of filing charges against the perpetrator.
- Receive and house all formal and anonymous reports of assaults submitted both online and in person.
- Explain to the victim the evidence gathering process and the importance of timeliness in obtaining the evidence.
- Offer the victim transportation to requested medical or counseling services.
- Inform the victim that evidence will be retained until the court system or the VT Office of Student Conduct proceedings have concluded. If the victim decides not to pursue any further investigation, then the property may be returned to the legal owner.

- If possible, provide a female or male officer if one is specifically requested by the victim.

The primary contact at the Virginia Tech Police Department is the Investigative Division which can be reached at 540/231-8122 or 540/231-6411.

DRAFT

Blacksburg Police Department

Serves: Anyone in the Blacksburg Police Department jurisdiction

Fees: Free

Officers and staff at the Blacksburg Police Department (BPD) will:

- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Encourage the victim to go to the New River Valley Medical Center or Montgomery Regional Hospital for a forensic exam to collect evidence as appropriate. Inform the victim that a police report does not have to be made in order to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Present to the victim the option of obtaining an advocate from the Women’s Center at VT or the Women’s Resource Center of the New River Valley. Let the victim know the advocate can meet them at the police station for support during any meeting with law enforcement.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a disclosure of the incident to a university employee outside of the VT Cook Counseling Center or VT Schiffert Health Center will be reported to the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Conduct a full investigation upon victim request (if physically able to provide consent); complete a departmental report, which will be kept in the BPD records division.
- If the victim is a VT student, present the following options for further action:
 - ➔ The victim can choose to take no action and a report will be filed.
 - ➔ The victim can make a conduct referral to the VT Student Conduct Office (if the alleged perpetrator is a VT student), and/or
 - ➔ The Commonwealth’s Attorney may review the case for purposes of filing charges against the perpetrator.
- Explain the evidence gathering process and the importance of timeliness in obtaining the evidence.
- Inform the victim that evidence will be retained until the court system or the VT Office Student Conduct proceedings have concluded. If the victim decides not to pursue any further investigation, then the property may be returned to the legal owner.
- The BPD or the advocate from the Women’s Center at VT or the Women’s Resource Center of the New River Valley will explain the victim interview process.

The primary contact at the Blacksburg Police Department is the Investigative Division which can be reached at 540/961-1153. To reach BPD after hours, please call 540/961-1150.

Virginia Tech Student Conduct Office

Serves: Members of the Virginia Tech university community

Fees: Free

The VT Student Conduct Office (SC) provides individuals the opportunity to submit a conduct referral (commonly known as a “CR”) and request a formal conduct hearing for an alleged violation of Virginia Tech’s sexual misconduct, abusive conduct, and/or sexual harassment policy. Services provided are free of charge. A conduct referral may be brought forth to the Student Conduct Office by any person as long as the charged student is currently enrolled or his/her enrollment has not lapsed for over a year, he/she has not graduated, or he/she has not officially transferred. Faculty and staff in the VT Student Conduct Office will:

- Explain to the victim that information shared with the SC about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge. A professional member of the Student Conduct office will explain that the information provided to the office will be given to the Title IX Coordinator of Virginia Tech in order to conduct an investigation. This person may contact them to interview them about the assault. Information shared with the SC about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the student victim of academic relief available through the VT Dean of Students Office.
- Inform the student victim of options to relocate to different housing on campus with assistance by Housing and Residence Life. Explain that the alleged perpetrator can also be moved.
- Explain the university conduct process to the victim and conduct options available to the victim such as no-contact orders issued by the university, options for divided or curtain rooms, and assistance with advisors.
- Inform the victim she or he can email questions anonymously to studentconduct@vt.edu and/or request a meeting with SC staff to discuss the disciplinary process.
- If the alleged perpetrator is a Virginia Tech student, coordinate and provide a formal conduct/university disciplinary hearing for cases of sexual misconduct after the Title IX investigation has occurred.
- Explain to the victim that all student information and records are protected under the Family Educational Rights and Privacy Act (1974, amended) but that in cases involving crimes of violence, such as sexual assault, the person submitting the conduct referral will be notified of the outcome of the hearing and the option to appeal the outcome of the hearing.
- Provide the victim with written information/guides as requested.

- Check with the victim about filing an anonymous report through the stopabuse.vt.edu website. If the VT SC is not the first department with which the victim has had contact, VT SC staff will verify that the victim has been given the option to file an anonymous report.

The primary contact in the VT Student Conduct Office is the Student Conduct Coordinator who can be reached at 540/231-3790.

DRAFT

Virginia Tech Dean of Students Office

Serves: All Virginia Tech students and their families

Cost: Free

Faculty and staff in the VT Dean of Students Office will:

- Explain to the student victim that information shared with the VT Dean of Students Office about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the VT Dean of Students Office about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Student Conduct Office.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Serve as an advisor to student victims or alleged student perpetrators in a university student conduct proceeding.
- Offer to contact faculty of the student victim to verify the need for academic relief.
- Provide information to the student victim on course withdrawals and withdrawal from the University.
- Advise and provide support for families or concerned friends of student victims with the permission of the victim.
- Advise and provide support for families or concerned friends of alleged student perpetrators with permission of the alleged perpetrator.

The primary contact in the VT Dean of Students Office can be reached at 540/231-3787. After hours, contact the Virginia Tech Police Department at 540/231-6411, which will have the On Call (OCA) roster.

Virginia Tech Housing and Residence Life Office

Serves: All **on-campus** students and their families

Cost: Free

Faculty and staff in Housing and Residence Life will:

- Explain to the victim that information shared with the Housing and Residence Life Staff about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the Housing and Residence Life Staff about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis**.
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Student Conduct Office.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the student victim of academic relief available through the VT Dean of Students Office.
- Assist victim in finding safe housing (if needed) by explaining relocation options on campus and reviewing resources available through the Women’s Resource Center of the New River Valley.
- Serve as an advisor to student victims or alleged student perpetrators in a university student conduct proceeding.
- Advise and provide support for families or concerned friends of student victims with the permission of the victim.
- Advise and provide support for families or concerned friends of alleged student perpetrators with permission of the alleged perpetrator.
- Contact the Dean of Students Office for support and notification.

The primary contact in the Residence Life Office is the designated administrator who can be reached at 540/231-6205. After hours, contact the Virginia Tech Police Department at 540/231-6411 which will have the Residence Life Administrator On Call (RLOC) roster.

Virginia Tech Fraternity and Sorority Life Office

Serves: Virginia Tech students

Cost: Free

Faculty and staff in the Fraternity and Sorority Life Office (FSL) will:

- Explain to the student victim that information shared with the FSL about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the FSL about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Student Conduct Office.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the student victim of academic relief available through the Dean of Students Office.
- Assist victim in finding safe housing (if needed) by explaining relocation options on campus and reviewing resources available through the Women’s Resource Center of the New River Valley.
- Provide members of the sorority or fraternity chapter(s) involved with counseling resources and educational opportunities.
- If all parties involved are affiliated with a fraternity or sorority, the OFSL will further investigate the incident.
- Serve as an advisor to student victims or alleged student perpetrators in a university student conduct proceeding.
- Advise and provide support for families or concerned friends of student victims with the permission of the victim.
- Advise and provide support for families or concerned friends of alleged student perpetrators with permission of the alleged perpetrator.
- Provide members of the sorority or fraternity chapter(s) involved with counseling resources and educational opportunities.

The primary contact in the Fraternity and Sorority Life Office is the Director of Fraternity and Sorority Life who can be reached at 540/231-6609.

DRAFT

Virginia Tech Corps of Cadets

Serves: All members of the Corps of Cadets

Cost: Free

Officers, faculty, and staff in the Corp of Cadets will:

- Explain that information shared with the Corps of Cadets about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the Corps the Cadets about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the victim of academic relief available through the VT Dean of Students Office.
- Assist the student victim in finding safe housing if needed (including the Women’s Resource Center shelter as an option) and explain relocation options on campus.
- If the alleged perpetrator is a cadet, advise the victim of the Corps conduct process and the option to file a report and how charges are brought forward within the Corps conduct system.
- When applicable, explain impact of reporting on applicable Corps policies.
- If all parties involved are affiliated with the Virginia Tech Corps of Cadets, the Corps will further investigate the incident.
- Provide members of the corps involved with counseling resources and educational opportunities through the peer chaplain corps.

The primary contacts in the VTCC are the Executive Officer who can be reached at 540/231-1718 and the Assistant Commandant for Recruiting who can be reached at 540/231-6858.

Virginia Tech Athletic Department

Serves: All varsity student athletes

Cost: Free

Faculty and staff in the Athletic Department will:

- Explain to the victim that information shared with the Athletic Department about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the Athletic Department about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis**.
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Sports Psychology department, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the victim of academic relief available through the VT Dean of Students Office.

The primary contact in the Athletic Department is the Assistant Athletic Director for Student Life who can be reached at 540/231-3956.

Virginia Tech Cranwell International Center

Serves: VT International and Non-Native English-Speaking Students

Cost: Free

Faculty and staff in the VT Cranwell International Center (CIC) will:

- Explain to the student victim that information shared with the CIC about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the CIC about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Discuss with the victim the option to file a report with the police department in the jurisdiction where the incident occurred and the potential impact of those decisions on immigration status.
- Inform the student victim of academic relief available through the VT Dean of Students Office.
- Provide information to the student victim on course withdrawals and withdrawal from the University.
- Assist the victim in finding safe housing (if needed) and discuss the Women’s Resource Center shelter as an option.
- Serve as an advocate for International student victims and accompany them to law enforcement, court proceedings, and university student conduct hearings.
- Serve as an advisor to international and non-native English-speaking student victims or alleged student perpetrators in a university student conduct proceeding.
- Assist student victims or alleged perpetrators with understanding how immigration issues might relate to addressing their needs.
- Provide information to the student victim on course withdrawals and withdrawal from the University.
- Advise and provide support for families or concerned friends of student victims with the permission of the victim.
- Advise and provide support for families or concerned friends of alleged student perpetrators with permission of the alleged perpetrator.

The primary contact at the VT Cranwell International Center is the Assistant Director for Student Support and can be reached at 540/231-7846.

DRAFT

Virginia Tech Human Resources Department – Employee Relations

Serves: Virginia Tech employees

Cost: Free

Staff in the VT Human Resources Department (VTHR) will:

- Explain to the victim that information shared with the VTHR about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with the VTHR about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from a health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the Women’s Resource Center of the New River Valley, and the Employee Assistance Program.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Discuss with the victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- If the assault occurred while the employee was working, take appropriate steps required by Virginia Worker’s Compensation Act.

The primary contact in the Virginia Tech Human Resources Department is the Employee Relations Specialist and can be reached at 540/231-5303.

Virginia Tech Human Resources Department – Office for Equity and Access

Serves: Virginia Tech employees and students

Cost: Free

Staff in the VT Human Resources Office for Equity and Access (VTHR-EA):

- Explain to the victim that information shared with staff about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with staff about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center (students) or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center (students), the Employee Assistance Program (faculty and staff), and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- Discuss with the victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a conduct referral to initiate conduct proceedings.

The primary contact in the Virginia Tech Human Resources Office for Equity and Access is the Director for Compliance and Conflict Resolution, who can be reached at 540/231-8771.

Virginia Tech Multicultural Programs & Services

Serves: All students and their families

Cost: Free

Faculty and staff in the VT Multicultural Programs & Services (VTMPS) Office will:

- Explain to the student victim that information shared with VTMPS about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. Exceptions to confidentiality are responses to a court order or to a subpoena, or instances in which there are serious threats to hurt self or others, abuse of a minor child, or abuse of an elderly person. Information shared with VTMPS about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Explain to the victim that the federal Clery Act requires universities to provide “timely warnings” to the community in the event of a reported crime (including sexual assault), either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Inform the victim that if a timely warning is issued, every effort will be made to notify the victim beforehand and the victim’s identity will never be released.
- Inform the victim of forensic services available at Montgomery Regional Hospital and the New River Valley Medical Center and that the victim does not need to make a police report to receive a forensic examination.
- Encourage the victim to seek medical attention from the VT Schiffert Health Center or another health care provider.
- Inform the victim of counseling services available through the Women’s Center at VT, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Inform the victim about advocacy services available through the Women’s Center at VT and the Women’s Resource Center of the New River Valley.
- If the alleged perpetrator is affiliated with VT, or if the assault occurred on VT property, advise the victim that a staff member is required to notify the university’s Title IX Coordinator for review and investigation of the incident.
- If the alleged perpetrator is a VT student, advise the victim of the University conduct process and the option to file a report with the Title IX Coordinator or a conduct referral with the Office of Student Conduct.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Inform the victim of academic relief available through the VT Dean of Students Office.
- Serve as an advisor to student victims or alleged student perpetrators in a university student conduct proceeding.
- Advise and provide support for families or concerned friends of student victims with the permission of the victim.
- Advise and provide support for families or concerned friends of alleged student perpetrators with permission of the alleged perpetrator.

The primary contact in the VTMPS is the designated administrator who can be reached at 540/231-8584.

Montgomery County Victim Witness Program

Serves: Montgomery County (including Virginia Tech)

Fees: Free

Staff of the Victim Witness Program will:

- Provide explanations of criminal justice options, processes, and procedures to victims of sexual assault.
- Provide support and advocacy through the criminal justice process to victims of sexual assault.
- Help the victim set up an appointment with the prosecutor involved in her or his case, if requested.
- Assist victims of sexual assault in filing Criminal Injuries Compensation Fund claims or in seeking restitution.
- Notify victims of sexual assault of case status and/or dispositions.
- Provide courtroom tours to victims of sexual assault.
- Assist victims of sexual assault in filing Victim Impact Statements in felony cases.
- Inform the victim about advocacy services available through the Women's Center at VT and the Women's Resource Center of the New River Valley. Explain that an advocate can discuss with the victim her or his options, provide safety planning (including alternate housing options), and accompany the victim to the police department, hospital, or student conduct proceedings if desired.
- If the alleged perpetrator is a Virginia Tech student, inform the victim of the option to file a conduct referral in the VT Office of Student Conduct.

The primary contact at the Montgomery County Victim Witness Program is the Blacksburg Victim Assistance Coordinator who can be reached at 540/382-5705.