

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING REPORTING PROCEDURE

DIVISION: PRESIDENT'S OFFICE

DEPARTMENT: CAMPUS SAFETY AND SECURITY

SUPERVISING STAFF MEMBER: DIRECTOR OF CAMPUS SAFETY AND SECURITY

FINAL APPROVAL: DIRECTOR OF CAMPUS SAFETY AND SECURITY

APPROVAL DATE: NOVEMBER 11, 2014

In the event you are a victim of sexual assault, domestic violence, dating violence or stalking, find a place where you feel safe. Once safe, call one or more of the following:

- Emergency Response – Dial 911 for emergency or crimes in progress or just occurred
- Campus Safety and Security - (570) 239-0128 / Building 1, Main Campus
- Local Police – Nanticoke Police (570) 735-2200 or the nearest municipal police department
- State Police - (570) 697-2000
- LCCC Counseling Office - (570) 740-0451 / Campus Center, 1st Floor, Main Campus
- Off-Campus Administrative Office –
 - Berwick – (570) 759-3900
 - Hazleton – (570) 453-3140
 - Kulpmont – (570) 373-5676
 - Northumberland – (570) 648-2544
 - Wilkes Barre – (570) 822-6156
- Victims Resource Center (570) 823-0765 or (570) 454-7200 / www.vrcnepa.org
71 North Franklin Street, Wilkes-Barre, or 119 Warren Street, Tunkhannock
- Domestic Violence Service Center 570-823-7312 or 1-800-424-5600 (toll free)
www.domesticviolenceservice.org
- Wilkes Barre General Hospital - (570) 829-8111, 575 North River Street, Wilkes Barre
- Geisinger Wyoming Valley – (570) 808-7300, 1000 East Mountain Blvd, Wilkes Barre
- Any trusted College official

The College encourages LCCC employees, students and visitors with claims of sexual assault, domestic or dating violence, and stalking, regardless of the location where the incident took place, to report the incident to the LCCC Campus Safety and Security Office immediately. However, the victim may report the incident to Security at any time. Victims may bring a support person of their choosing with them to the Campus Safety and Security Office, and they may receive information and advice without disclosing their name or the name of the alleged perpetrator.

Any person who has witnessed what is or may be a violation of the Sexual Assault, Domestic Violence, Dating Violence and Stalking policy should immediately report the incident to the LCCC Campus Safety and Security Office, (570) 239-0128 / Building 1, Main Campus. Violations of the policy witnessed at dedicated off-campus locations may also be reported to the Center Director. The Center Director must then notify the LCCC Campus Safety and Security Office who will advise the director on the course of action to follow.

Any LCCC employee or student to whom a claim of sexual assault, domestic violence, dating violence or stalking is reported must immediately report the incident to the LCCC Campus Safety and Security Office, (570) 239-0128 / Building 1, Main Campus.

Once notified of a violation of the Sexual Assault, Domestic Violence, Dating Violence and Stalking policy, LCCC Campus Safety and Security officers will do the following:

- provide the victim with written notice of her/his rights, the procedure for investigating the complaint and the possible sanctions that may be imposed on any individual found guilty of violation of the Sexual Assault, Domestic Violence, Dating Violence and Stalking policy.
- use reasonable best efforts to ensure the victim is no longer in danger and is in a safe locale, and inform the victim of the need for a safe environment
- advise the victim of his/her option to contact or not contact local law enforcement, regardless of where the incident took place, and inform the victim that the law requires that she/he be in control of decisions regarding formal charges
- notify the victim that the College, like other entities, is a mandated reporter and therefore has a legal obligation to report the incident to law enforcement, but if the victim prefers, her/his name will not be included in the crime report submitted to law enforcement
- explain that no legal action will be taken by the College without the victim's consent and that the victim can decline to speak to law enforcement if she/he so chooses
- assist the victim in reporting the crime to law enforcement, if she/he chooses to do so, or notify law enforcement on the victim's behalf if requested to do so by the victim
- use reasonable best efforts to ensure confidentiality of the victim and inform victim of actions that will be taken to ensure confidentiality, including how publicly available recordkeeping will be accomplished without including identifying information about the victim, to the extent permissible by law
- inform the victim of counseling and academic support options, as well as all other resources and support services available for victims of sexual assault, domestic violence, dating violence and stalking, both internally and externally
- advise the victim of relevant College policies and procedures, including disciplinary procedures and the potential sanctions that may be enforced (which are contained in the sexual violence policy) and the procedure for investigating the incident if it occurred on College-owned or operated property or at a College-sponsored event
- inform the victim of the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court
- inform the victim of her/his right to change academic or working situations to avoid a hostile environment, and provide victim with options for, and available assistance in, changing academic or working situations, transportation, and living arrangements
- inform the victim of the importance of preserving evidence
- if applicable, advise the victim not to bathe as this will destroy evidence that supports a legal case against an assailant if there is a choice to prosecute
- if applicable, advise the victim that physical evidence should be collected immediately, ideally within 24 hours of the incident, and that even if no physical injuries are present, the collection of physical evidence is strongly recommended to maintain all legal options

- if applicable, inform the victim of the importance of seeking immediate and follow-up medical attention for the following reasons: to assess and treat any physical injuries; to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and to gather evidence that could aid criminal prosecution
- if applicable, assist the victim in dealing with legal and medical authorities and provide necessary emotional support and information as needed.
- notify the appropriate law enforcement authorities having jurisdiction on the incident
- report the incident to the College's Title IX Coordinator
- include the incident in the annual Clery Act crime statistics report

The College will initiate a follow-up inquiry with the victim to ascertain if the victim has received/is receiving appropriate psychological, medical or general support.

In the event the victim is granted a Protection From Abuse or other similar lawful order, she/he should follow the Protective Restraining Orders Policy and Protecting Restraining Orders Notification and Management Procedure. In accordance with that policy and procedure, when notified of the PFA, the College will make every effort to ensure that the individual possessing the order is able to work/study/conduct business in a safe environment. The Campus Safety and Security Director or her/his designee will meet with the individual to determine what, if any, logistical adjustments (class schedule, work location, etc.) are needed, and will work in cooperation with appropriate College officials to make every effort to accommodate the individual's needs to the degree possible. The Director/designee will also advise the individual on assistance available to address any related needs such as changes to transportation or living arrangements. The College cannot guarantee that any attempts will be made for special accommodations unless a copy of the order has been provided. If the defendant violates the PFA order, the victim should immediately contact 911 to report the incident. If the violation occurs on or around College-owned or operated property or at a College-sponsored event, the victim should also notify the LCCC Campus Safety and Security Office.