



## **Residence Life Staff Protocol for Student Disclosure of Sexual Misconduct Office of Equity & Compliance**

### **Introduction:**

The following procedure is to be followed when any sexual misconduct is reported to HutchCC RA's/Residence Life Staff.

Throughout the interaction with a sexual misconduct survivor,<sup>1</sup> the RA/Residence Life Staff will provide *victim centered, non-judgmental support*. The RA/Residence Life Staff will assure the survivor the incident was not his or her fault.

The RA/Residence Life Staff will provide immediate support and short-term problem-solving. The primary goal will be to help the victim secure needed professional services. The RA/Residence Life Staff does not provide ongoing peer counseling, but may be asked to touch base with the victim, as needed, for follow-up support.

In the event of a medical emergency or an ongoing threat to campus safety call 9-1-1 and then contact HutchCC Campus Security at 620-665-3379.

### **Title IX Reporting Requirements:**

As employees of HutchCC, all RA's/Residence Life Staff are **required to report** any allegations of sexual misconduct to the HutchCC Coordinator of Equity & Compliance. Reporting should take place immediately after the interaction with the victim.

The following offenses prohibited by the *College's Equal Opportunity, Harassment, & Nondiscrimination Policy & Procedures* (1089) [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures document](#):

- |                               |                             |
|-------------------------------|-----------------------------|
| <b>1. Sexual Harassment</b>   | <b>4. Stalking</b>          |
| <b>2. Sexual Assault</b>      | <b>5. Dating Violence</b>   |
| <b>3. Sexual Exploitation</b> | <b>6. Domestic Violence</b> |

Additional information regarding employee response and best practices can also be found in the HutchCC "**Employee Guide for Responding to Sexual Misconduct Disclosures**" document. Copies are available in all Residence Hall Offices, as well as on the public website.

### **Coordinator of Equity & Compliance (Title IX Coordinator):**

The Coordinator of Equity & Compliance oversees the College's processes that address reported sexual misconduct. The Coordinator implements the College's policies, provides

---

<sup>1</sup> A note on language: Throughout this protocol the words "victim" and "survivor" are used interchangeably. HutchCC respects the decision of those who have experienced violence to identify as a victim or a survivor. We recognize that choosing to identify as a survivor is an important part of the healing process for some who have experienced sexual violence.

appropriate training and resources, and ensures effective and timely responses to complaints of sexual violence, misconduct, discrimination or harassment.

Bernadett Dillon, Coordinator of Equity & Compliance  
E-Mail: [Bernadett Dillon](mailto:Bernadett.Dillon)  
Phone: 620-665-3512

## **RA/Residence Life Staff Sexual Misconduct Response:**

### **1. Assess Immediate Medical and Safety Needs**

- Determine if there are any injuries that demand medical attention. If so, contact Emergency Medical Services (9-1-1)
  - In the event that a sexual assault occurred **within the past 5 days:**
    - A Confidential Counselor should be contacted immediately to explain medical treatment options (See "*How to contact a counselor*" below).
    - The R A/Residence Life Staff will explain to the student that time is of the essence where medical services and retrieval of evidence are concerned, and that if the assault just occurred, the student should be careful not to inadvertently destroy evidence by showering or changing clothes.

The RA/Residence Life Staff will ask if the victim has a safe place to go. If not, the RA/Residence Life Staff will contact the Coordinator of Equity & Compliance (during business hours) or the Director of Residence Life (who is a member of the College's Equity Grievance Pool) in order to secure a safe place for the student.

### **2. Connect the Survivor to a Confidential Counselor as Soon as Possible**

- At the earliest possible moment the survivor will be offered the opportunity to speak with a **confidential** counselor of their choice from the HutchCC Student Success Center's Counseling office and/or BrightHouse (Reno County's local sexual assault & domestic violence center).
  - The R A/Residence Life Staff will encourage the student to speak directly with a counselor for support in understanding, evaluating and choosing among the services available, and will offer to facilitate such a meeting.
  - How to contact a HutchCC College Counselor:
    - During regular business hours: call the Student Success Center 620-665-3377.
    - Speaking with a College Counselor does *not* mean that the student must make a report to the Campus Safety Office or local Law Enforcement.
  - How to contact a BrightHouse Counselor:
    - **Crisis Line** – 1-800-701-3630, 335 Washington St., Hutchinson, KS 67501, [BrightHouse](#).
    - Speaking with a BrightHouse Counselor does *not* mean that the student must make a report to the Campus Safety Office or local Law Enforcement.
  - Explain that a HutchCC Confidential Counselor will:
    - Listen and provide sensitive, non-judgmental support
    - Review the victim's rights and resources

- Explain the options available for support and accommodations
- If the survivor declines to speak with a counselor, the survivor will be informed that they have the option to speak with a HutchCC Counselor at a later time, regardless of how much time has passed since the incident occurred.

### **3. Distribute Resource Sexual Violence Brochure**

- Provide the victim with a copy of the HutchCC **“Sexual Violence, Intimate Partner Violence, Stalking, & Harassment”** tri-fold brochure. Copies are available in all Residence Hall Offices, as well as [Brochure online](#). The packet contains information about their rights including notification about existing counseling, health, mental health, victim advocacy, reporting information, legal assistance, and other services available on and off-campus.

### **4. REPORT ALL DISCLOSED INFORMATION Regarding the Incident to the HutchCC Coordinator of Equity & Compliance**