



2018-2019

SEXUAL ASSAULT PREVENTION & RESPONSE HANDBOOK



PTC PITTSBURGH
TECHNICAL COLLEGE

Revision 2: Sept 2018

REDUCING THE RISK OF SEXUAL VIOLENCE

Pittsburgh Technical College (PTC) is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that PTC prohibits sexual harassment and sexual violence, and that such behavior violates both law and PTC policy. The College will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates the college's Sexual Harassment and Sexual Violence Policy.

Unfortunately, sexual violence happens. It infringes on a person's trust, independence, and feeling of security. Perpetrators can be relatives, friends, dates, acquaintances, or strangers. A victim of sexual violence may experience feelings of confusion, disbelief, shock, guilt, shame, resentment, anger, and fear. It is the intention of PTC to increase awareness and encourage prevention of sexual violence. If there is an occurrence of sexual violence, campus resources are available to provide the victim with assistance in a discreet and caring manner. A victim of sexual violence is never at fault. Everyone deserves to feel safe and secure.

More than 90% of sexual assaults that occur among college students involve people who know each other, and the majority includes the use of alcohol or drugs. There are no sure means to prevent sexual assault. However, a person can lessen the likelihood of assault by following some basic suggestions.

SUGGESTIONS FOR ATTENDING A PARTY OR AN EVENT

- The student should know the location of the party or event and speak up if uncomfortable with the plans.
- A student should communicate with their date that no means no.
- Drinking and drug use can impair judgment. Decisions made under the influence of alcohol may differ from those made when sober.
- If a student chooses to drink, they should drink responsibly. A student should eat a meal before going to an event, drink a glass of water between alcoholic beverages, stick with one type of beverage, and understand their personal limits and do not cross them.
- Do not drink from an open container provided by another person. Premixed drinks have more alcohol than most think, and drugs like Rohypnol and GHB can be dissolved in drinks, causing the person consuming it to lose consciousness quickly. Do not finish drinks that were left unattended.
- It is not advised for a student to go somewhere alone with an acquaintance. If a student does leave an event with a new friend, they should alert someone as to where they are going and when they will be due to return.

REDUCE THE RISK OF COMMITTING SEXUAL ASSAULT

- Listen carefully. A student should take the time to hear what the other person has to say. If a student feels they are receiving "mixed messages," they should ask the person for clarification.
- A student should not fall for the cliché that, "if they say no, they really mean yes." If a person says "no" to sexual contact, they mean no. The student should believe them and stop.
- Sexual assault is a crime. It is never acceptable for a student to force sexual activity on another person, no matter what the circumstance.

- A student should never make assumptions about a person's behavior. Do not assume that a person wants to have sex because of the way that they dress, or because they drink too much or because they agreed to be alone with the student.
- Consent for kissing, or another sexual activity, does not equal consent for any other type of sexual activity.
- If a person has previously had sex with a student, it does not mean that person is willing to have sex with that same student again.
- If a person is mentally or physically incapable of consenting to sexual activity, by law, it is rape if sexual relations occur with that person.
- Students participating in a group situation should be careful and resist pressure from friends to participate in violent acts.
- If a student witnesses someone at risk of sexual assault, he/she should get involved. The student should not be afraid to intervene if it is safe. If not, the student should alert authorities.

REDUCE THE RISK OF BEING SEXUALLY ASSAULTED

- Every student has the right to say "NO" to any unwanted sexual contact. A student should know their sexual intentions and limits. If a student is uncertain of what they want, their partner should respect their feelings.
- A student should communicate their boundaries firmly and directly. If a student says "no," they should say it in a firm voice and with clear body language. A student should not assume the other person would automatically get the message without the student saying something. Avoid giving "mixed messages" and say "no" with conviction.
- Students should know that some people do not have their best interest at heart. They may think of a student who dresses provocatively, or who has been drinking or is willing to be alone with them as the student's willingness to have sex. The student should be very clear and upfront about their limits in these types of situations.
- If a student feels uncomfortable and believes he/she is at risk, they should leave the situation immediately and go to a safe place. A student should trust their gut feelings.
- A student should not be afraid to create a stir if they feel threatened. If he/she feels pressured or coerced into sexual activity, they should not hesitate to state their feelings and leave the situation.
- Students should only attend large parties with people they trust. Agree to look out for one another. Leave with the group, never alone.
- Attend SHARP training (Sexual Harassment/Assault Response and Prevention). SHARP teaches students a number of easy-to-use self-defense techniques. The training reviews commonly encountered situations and provide safety tips on how to avoid them. For a training schedule, please contact the Public Safety Department at 412-809-5300 or visit the office on the second floor of the academic building (Cornell, n.d.).

BYSTANDER INTERVENTION

Another way to reduce the risk of sexual harassment and sexual violence is for students to get involved. Bystander intervention is taking some type of action to stop the progression of an event - such as domestic violence, dating violence, sexual assault, or stalking - because it is in the best interest of the person who is at risk.

The ***Step up! Be a Leader*** program is offered to continuing students on an annual basis. The program includes five decision-making steps that occur during the intervention process. The five steps are as follows:

- **Notice the event.** Active bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and harassing.
- **Interpret the event.** Is it a problem or an emergency? Consider whether the situation needs attention. Pay attention to situations that may put friends or acquaintances at risk.
- **Assume personal responsibility.** Decide if there is a need to act. The presence of other witnesses, the uncertainty of the situation, apparent level of risk for the victim and the one who may intervene, and the setting of the incident are all factors to consider.
- **Know how to help.** Determine the priority goal, formulate a plan and prepare what to say. Safety is a priority so identify the red flags and try to anticipate problems. Have an exit strategy and determine any barriers such as motivation, ability or the environment.
- **Implement assistance.** Try to interrupt or delay the situation before it becomes an emergency. Maintain mutual respect with the assailant and be sensitive, understanding and non-judgmental. Contact law enforcement if it is not safe or prudent to help directly.

The Step Up! Program provides information on both emergency and non-emergency situations. In an emergency, the program suggests focusing on S.E.E. (SAFE, EARLY, EFFECTIVE). The fundamentals of S.E.E. are to make safe choices, engage other bystanders, intervene early, encourage value-based decisions, and know when to seek help.

For more information on ways to reduce the risk of sexual violence, visit the following websites:

- Center for Disease Control – Sexual Violence Prevention Strategies:
<https://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>
- Changing our Campus - <http://changingourcampus.org/about-us/not-alone/>

WHAT TO DO IF AN ASSAULT HAPPENS

KNOW THAT VICTIMS HAVE RIGHTS

President George Bush signed the *Campus Sexual Assault Victims' Bill of Rights* into law in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Colleges found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about colleges that have failed to comply with this law should be made to the U.S. Department of Education.

The rights provided by the Federal Campus Sexual Assault Victims' Bill of Rights include the following:

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

The *Campus Sexual Assault Victims' Bill of Rights* exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act. (Clery, n.d.)

KNOW WHAT TO DO:

Immediately after an assault, the victim may be in a state of shock. Victims react in different ways, sometimes hysterically, angrily, or calmly. In this state, the victim will most likely make better decisions by talking with someone that they trust or speaking with a professional crisis intervention worker. It may help them understand their options.

The victim, at this time, may want to bath or shower. It is not advised to do this. Instead, the victim should wrap himself or herself in something warm, such as a blanket or coat and then call emergency services for immediate assistance.

THINGS TO DO IMMEDIATELY AFTER AN ASSAULT:

1. A sexual assault victim should get to a safe place and lock the doors and windows, or use one of the 13 emergency call stations on campus to reach the Public Safety Department
2. The victim should call **911**
3. It is important for the victim to receive medical attention. This will ensure physical well-being and permit medical staff to collect evidence. Even if there is no physical injury, the victim should be tested for STDs, pregnancy, and internal trauma
4. A sexual assault resource center or a trusted friend can offer support to the victim during this time
5. If possible, the victim should try to write down what they remember

After an assault, the victim should avoid taking a shower or bath, brushing or combing their hair, douching or going to the bathroom, changing clothes or bedding, eating or drinking, brushing or rinsing teeth or touching anything at the crime scene. Doing any of this may damage or destroy important evidence.

The victim should consider having a rape kit done at the hospital. If deciding to press charges the preservation of evidence is very important to the successful prosecution of cases involving sexual violence. All medical procedures are confidential.

Additional information on sexually transmitted diseases is available on the Allegheny County Health Department's website at <http://www.achd.net/std/pamphlets.html>.

Area hospitals that collect evidence include, but are not limited to, the following:

Magee Women's Hospital	412-647-4933
Mercy Hospital	412-232-8222
Ohio Valley General Hospital	412-777-6161
Sewickley Hospital	412-741-6600
St. Clair Hospital	412-942-4000

The victim may seek medical attention and evidence preservation help from the following resources:

PTC Counseling Services	800-647-3327
Pittsburgh Action against Rape	888-363-7273
Resolve Crisis Center	888-796-8226

Sexual violence is comprised of a number of crimes, and victims have the opportunity to press charges. The victim is the only one who can make the decision to file charges against the perpetrator. All who are involved in the reporting of the crime, including those at PTC, will respect any decisions made. If the victim chooses, the Public Safety Department or other personnel may assist in filing a report. Because sexual violence is a crime, the college will confer with local authorities regarding the sex offense even if the victim decides not to press charges.

THE TITLE IX COORDINATOR:

Title IX of the Education Amendments of 1972 protects people from sex discrimination in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Title IX Coordinator serves as a resource for members of the PTC community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence. All members of the college community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be in violation of PTC's Sexual Harassment and Sexual Violence policy or if they feel that their Title IX rights were violated.

The Title IX Coordinator, Nancy Sheppard, may be reached at 412-809-5311. Title IX contact information is posted on the Consumer Information page on the PTC website, in the Campus Security and Safety Report, and on the Campus Security Authority contact list.

INTERIM PROTECTIONS:

Upon receipt of a report of sexual assault or harassment, the college will impose reasonable and appropriate interim protections designed to eliminate the reported hostile environment and protect the parties involved. PTC will maintain consistent contact with the parties to ensure that all safety, and emotional and physical well-being, concerns are being addressed. The college may impose interim protections regardless of whether the complainant or PTC pursue formal disciplinary action.

A complainant or respondent may request separation or other protection, or PTC may choose to impose interim protections at its discretion to ensure the safety of all parties, the college community, and/or the integrity of the investigative and/or resolution process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim protection. The college will take immediate and responsive action to enforce a previously implemented protection.

PTC, at its discretion, will implement interim protections with potential remedies to the complainant and/or the respondent, including but not limited to, the following:

- Access to counseling services and assistance in setting up an initial appointment, on- and off-campus
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Changing class schedules, including the ability to transfer course sections or withdrawal from a course without penalty
- Changing work schedules or job assignments
- Changing a student's college-owned housing
- Assistance from college support staff in completing housing relocation
- Limiting an individual's or organization's access to certain college facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing alternative parking options
- Providing assistance in locating medical services and providers
- Providing academic support services, such as tutoring
- If the President or Executive Vice President of Pittsburgh Technical College decides, at any point, that the well-being of a student or of any member of PTC community is at stake, an interim suspension may be imposed on a student who is suspected of violating the Student Code of Conduct (as outlined in the Student Handbook).
 - This includes any rules, regulations, or procedures of PTC, or otherwise poses a risk of safety to the campus, until the time judicial resolution, disciplinary action, or a hearing is complete. This action assumes no determination of guilt, and the hearing will be held as soon as possible

- Similarly, PTC may impose leave for any employee and will structure such leave at their discretion

Works Cited

Clery, C. (n.d.). *The Clery Center*. Retrieved from The Federal Campus Sexual Assault Victims' Bill of Rights: <http://clerycenter.org/federal-campus-sexual-assault-victims%E2%80%99-bill-rights>

Cornell, C. (n.d.). *Sexual Assault Risk Reduction Strategies*. Retrieved from Cornell College: <http://www.cornellcollege.edu/counseling/sexual-assault/risk-reduction-strategies.shtml>

Criminal Justice Services, D. o. (n.d.). An Informational Guide for Sexual Assault Victims in Virginia.

EMERGENCY NUMBERS

CONTACT INFORMATION	COVERAGE & CONTACT NUMBERS
POLICE, FIRE DEPARTMENT, & AMBULANCE	911
<p style="text-align: center;"><u>CAMPUS SECURITY DEPT</u></p> <p style="text-align: center;">FROM ON-CAMPUS LANDLINE PHONES</p> <p style="text-align: center;">FROM ANY LANDLINE OR CELL PHONE</p> <p style="text-align: center;">24 HOUR EMERGENCY NUMBER-ALL PHONES</p>	<p>NORTH FAYETTE CAMPUS (OFFICE LOCATION) COVERAGE INCLUDES ALL PROPERTY OWNED OR LEASED BY PTC</p> <p>"0" or extension 5300 (all incoming calls are recorded for safety and security purposes)</p> <p>412-809-5300 (all incoming calls are recorded for safety and security purposes)</p> <p>412-592-8696 (all incoming calls are recorded for safety and security purposes)</p>
<p style="text-align: center;"><u>NORTH FAYETTE POLICE DEPT</u></p> <p style="text-align: center;">EMERGENCY</p> <p style="text-align: center;">EMERGENCY</p> <p style="text-align: center;">NON-EMERGENCY</p>	<p>COVERAGE INCLUDES THE NORTH FAYETTE CAMPUS & HAWTHORNE OFF-CAMPUS PTC HOUSING</p> <p>911</p> <p>724-693-8400</p> <p>724-787-8900</p>
<p style="text-align: center;"><u>ROBINSON TWP POLICE DEPT</u></p> <p style="text-align: center;">EMERGENCY</p> <p style="text-align: center;">NON-EMERGENCY</p>	<p>COVERAGE INCLUDES WESTPOINTE OFF-CAMPUS PTC HOUSING</p> <p>911</p> <p>412-788-8115</p>
<p style="text-align: center;"><u>ALLEGHENY COUNTY POLICE DEPT</u></p> <p style="text-align: center;">EMERGENCY</p> <p style="text-align: center;">EMERGENCY</p> <p style="text-align: center;">NON-EMERGENCY</p>	<p>COVERAGE INCLUDES ALL OF ALLEGHENY COUNTY</p> <p>911</p> <p>412-473-3000</p> <p>412-473-1251</p>
<p style="text-align: center;"><u>PENNSYLVANIA STATE POLICE</u></p> <p style="text-align: center;">NON-EMERGENCY ONLY</p>	<p>COVERAGE INCLUDES ALL OF PENNSYLVANIA</p> <p>717-783-5599</p>
<p style="text-align: center;"><u>TITLE IX COORDINATOR,</u></p> <p style="text-align: center;">NANCY SHEPPARD</p> <p>TO REPORT AN INCIDENT OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE</p>	<p>REPORT INCIDENTS OF SEXUAL MISCONDUCT THAT OCCUR AT ANY LOCATION ON & OFF CAMPUS, INCLUDING PUBLIC & PRIVATE PROPERTY NOT OWNED OR LEASED BY PTC</p> <p>412-809-5311</p>
<p style="text-align: center;"><u>PTC COUNSELING</u></p> <p style="text-align: center;">CONFIDENTIAL COUNSELING</p>	<p>LOCATED AT THE NORTH FAYETTE CAMPUS. COUNSELING IS AVAILABLE TO ALL PTC STUDENTS, FACULTY & STAFF.</p> <p>1-800-647-3327</p>