

John Tyler Community College

Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence and Stalking Notification of Rights and Options

Sexual misconduct is not tolerated at John Tyler Community College. Reports of sexual assault, dating/domestic violence, or stalking are taken seriously. It is important to JTCC that all parties involved in a Title IX investigation are informed, protected, and respected. The complete John Tyler Community College Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence and Stalking is available online at <https://jtcc.edu/about/title-ix-and-sexual-misconduct/>. More information about the College's responsibilities under Title IX to address complaints of sexual violence can be found online.

The following rights are afforded to any JTCC student, staff, or faculty member who experiences such an incident. It is JTCC's hope that these rights will provide you with adequate information from which to choose your options.

1. **CONFIDENTIALITY.** Identifying information of a victim will be protected as much as possible. This means that a victim's name will not be published or otherwise publicized without her/his permission. When a person makes an official complaint to authorities, all possible protections will be afforded this individual, whether or not she/he participates in any investigation. When the College needs to act to protect the safety of others, absolute confidentiality may not be possible. The College may be obligated to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, under certain conditions. For absolute confidentiality, contact the Greater Richmond Regional Hotline at 804-612-6126.
2. **TIMELY WARNINGS.** Any timely warning that is broadcast through JTCC websites or emails, for the safety of our community, will not identify a victim by name.
3. **REPORTING OPTIONS.** It is your choice whether or not you decide to report your victimization. At JTCC, there are several offices to report an incident if you choose to do so. See list below.
 - a. Campus Security: 804-796-4025 (Chester), 804-897-6678 (Midlothian),
To report the incident and begin a criminal investigation
 - b. Local Police Department: 911
To report the incident and begin a criminal investigation with minimal college involvement.
 - c. Title IX Coordinator and Dean of Students, Sandra Kirkland: 804-594-1566 (Midlothian), 804-706-5208 (Chester), skirkland@jtcc.edu or
Deputy Title IX Coordinator and Associate Dean of Students, Michelle Spencer:

804-594-1534, mspencer@jtcc.edu

To report the incident and begin a Student Code of Conduct investigation

- d. VP of Administration, Susan Grinnan: 804-706-5035, sgrinnan@jtcc.edu To report the incident and begin a Title IX investigation

4. **NO CONTACT or PROTECTIVE ORDERS.** The College will honor any protective order that you may have acquired through the local courts. Please bring a copy of such a court order to Campus Security for their information and enforcement. You can obtain an Emergency Protective Order by going to your local magistrate's office. For a Preliminary Protective Order against a family member, someone you live with or have lived with in the past or from someone with whom you have a child in common, go to the Juvenile and Domestic Relations Court in the city or county where you reside. To obtain a Preliminary Protective Order against someone else go the General District Court in the city or county where you reside. I-CAN! VIRGINIA, <https://www.vacourtformhelp.courts.state.va.us/>, offers additional information and online assistance filling out the forms necessary to request a protective order. In addition, a JTCC administrative no contact order may be created by the Title IX Coordinator once the incident is reported to that office.

5. **PRESERVING PHYSICAL EVIDENCE.** Get medical attention as soon as possible. If you are considering a criminal prosecution, it is extremely important to preserve all evidence of an assault. If you go to a hospital as a result of a penetrating sexual assault, you are entitled to a free evidence collection examination called a SANE exam. SANE stands for Sexual Assault Nurse Examiner. In the Richmond Metro Area, the preferred hospital for such an exam is VCU Medical Center or St. Mary's Hospital, where they have specifically trained nurses on call 24 hours a day for such purposes. The nurse will collect the evidence as ask the police in the jurisdiction where the crime occurred to pick it up and store it for at least six months. The evidence will be in a box marked only with a number, not your name. You are not required to make an official police report for this evidence to be collected. If you later decide to make such a report, the hospital will give your name to the police and the evidence kit will be tested for possible use in a court case. For more information about how to preserve evidence, contact the Greater Richmond Regional Hotline at 804-612-6126.

6. **STUDENT CONDUCT PROCESS.** If you are a student and your respondent was also a student, then you may choose to report the incident (as the complainant) to the Title IX Coordinator or Deputy Title IX Coordinator to begin a Title IX investigation. This is not a criminal investigation; you may or may not choose to contact the police to file criminal charges. An investigation will be conducted on campus to determine whether the respondent is responsible for the act that you have reported. You have the right to participate or decline to participate in any investigation to the extent permitted under state or federal law. Sanctions for this process are confined to the College only and range

from a verbal or written warning to probation or dismissal, depending on the severity of the incident.

7. **HUMAN RESOURCES PROCESS.** If you are an employee, then you may choose to report the incident to JTCC Human Resources, specifically to the Vice President of Administration. Additionally, you may also choose to contact Campus Security to use this process or to begin a criminal investigation.
8. **REQUESTS FOR CHANGES.** You may request a change in academic setting (class or campus) or work assignment in order to be more clearly separated from the accused perpetrator. Such a request will be granted to the greatest extent possible. These requests should be made to the Title IX Coordinator or Deputy Title IX Coordinator (if you are a student) or the Vice President of Administration (if you are an employee). Requested changes will be made as soon as alternative arrangements can reasonably be made and regardless of whether you choose to pursue an investigation into your incident.
9. **FAIR AND IMPARTIAL INVESTIGATION AND RESOLUTION.** You can expect a fair and just process as your complaint is handled through the Title IX Coordinator, Deputy Title IX Coordinator, or Vice President of Administration.
10. **RETALIATION CONCERNS.** Threats, intimidation, and any form of retaliation for bringing a complaint of sexual misconduct are prohibited by the Sexual Misconduct Policy as well as Federal law and may be grounds for disciplinary action. If any retaliation occurs, it is important to contact the Title IX Coordinator, Deputy Title IX Coordinator, and/or the Vice President of Administration.
11. **NOTIFICATION.** Both the Complainant and the Respondent will be simultaneously notified in writing regarding the outcome of the Title IX investigation and any subsequent sanctions.
12. **COMMUNITY RESOURCES.** Since JTCC does not offer mental health counseling to students or employees, it is important to be aware of the community resources that are both free and confidential. All offer 24-hour services. It is best to choose the service listed below that is closest either to your home or your campus.
 - a. Local Resources**
 - i. Greater Richmond Regional Hotline 804-612-6126
 - ii. Virginia Family Violence and Sexual Assault 24/7 Hotline 800-838-8238
 - iii. Safe Harbor Hotline (Henrico County) 804-287-7877

- iv. The James House Hotline 804-458-2840
(Colonial Heights, City of Hopewell, City of Petersburg,
Dinwiddie County, Prince George County, Southern Chesterfield County)
- v. Chesterfield Domestic & Sexual Violence Resource Ctr 804-318-8265
- vi. LGBTQ Partner Abuse & Sexual Assault Hotline 866-356-6998
- vii. VCU Medical Center, St. Mary's Hospital, Memorial Regional Hospital,
Richmond Community Hospital, Watkins Center, and St. Francis Hospital
have specially trained Sexual Assault Nurse Examiners on call 24 hours a
day.

b. National and State Resources

- i. National Domestic Violence Hotline 1-800-799-SAFE (7233)
1-800-787-32247 (TTY)
- ii. National Sexual Assault Hotline 1-800-656-HOPE (4673)
- iii. National Teen Dating Abuse Hotline 1-866-331-9474
1-800-331-8453 (TTY)
- iv. Virginia Family Violence and 1-800-838-8238
Sexual Assault 24-hour Hotline
- v. LGBTQ Partner Abuse and 1-866-356-6998
Sexual Assault Hotline
- vi. RAINN – Rape, Abuse & Incest National Network
<https://ohl.rainn.org/online/> or <https://ohl.rainn.org/es/> (for service in
Spanish)