



ADMINISTRATIVE PROCEDURES

308.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

SEXUAL ASSAULT RESPONSE PROCEDURE

The Office of the Dean of Student Support, Retention and Outreach shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program. This listing of resources and services shall be updated by the College's Dean of Student Support, Retention and Outreach or other designated employees, annually, no later than August 1, or more frequently as required. This includes:

- Making available to students and staff, District policy on sexual assault.
- Meeting legal reporting requirements.
- Identifying available services for the victim.
- Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
- Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.

It shall be the responsibility of the Dean of Student Support, Retention and Outreach to see to it that any victim of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District, or at any College sponsored activity or event, shall receive information and referral for treatment. Services available include immediate short-term crisis assistance, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

Any student who is a victim of sexual assault at a District facility as referred to in Policy 308, is encouraged to notify the office of the Dean of Student Support, Retention and Outreach. Both female and male contacts shall be available at the office of the Dean of Student Support, Retention and Outreach for students who require services. The Dean of Student Support, Retention and Outreach, with the consent of the victim, shall notify Campus Security, local law enforcement agencies, and if the victim is under the age of 18, the parent or guardian of the victim.

Any faculty and staff who are victims are encouraged to notify the Department of Human Resources.

Pursuant to legal requirements, the Campus Security will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.

In accordance with the federally mandated public disclosure law “Student Right to Know Act,” the District, on an annual basis, shall notify student and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings. The names of the victims will not be reported in the statistics.

In cases of violent crimes considered to be a threat to other students and employees, the District’s Superintendent/President shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

Upon notification of a sexual assault, the Campus Security or the Dean of Student Support, Retention and Outreach will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee who is a victim of sexual assault will receive a copy of the District’s policy and procedures on sexual assault.

The listing of resources and services shall be available through the Counseling Department, Campus Security and other units where appropriate.

A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:

1. Employees

- Criminal prosecution
- Civil prosecution

College disciplinary process: violation of this policy will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.

2. Students

- Criminal prosecution
- Civil prosecution

College disciplinary process: Students are required to comply with this policy to remain in good standing and as a condition of continued attendance at the college. Violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate in a rehabilitation program.

Student discipline shall be accomplished in accordance with provisions of the California Education Code sections 76030-76037.

3. Non-Student Employer

- Criminal prosecution
- Civil prosecution

A victim of sexual assault shall be kept informed by the District Superintendent/President of the status of and disposition of any College disciplinary proceedings in connection with the sexual assault.

The Counseling Department shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, parents, and Mendocino College employees not involved in the assault or its investigation will be handled by the College's Public Information Office in accordance with these regulations:

- The Family Educational Right and Privacy Act
- Applicable California Education and Administrative Code sections and Mendocino-Lake College District Policy.

DISSEMINATION

These procedures shall be published in all student, faculty and staff handbooks, College catalog and schedule of classes, given to any student or employee who is the victim of sexual assault and published in any other printed material deemed appropriate by the College's Dean of Student Support, Retention and Outreach.

These procedures will also be disseminated at the College's orientation and at periodic workshops to be scheduled by the College's Dean of Student Support, Retention and Outreach.

Education Code 67385.7, 70902 (b)(7)

Adopted: May 6, 1992

Revised: November 27, 2007