


PROCEDURE MANUAL

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		Last Revision Date: 12/15/14	
		Effective Date: 10/2014	
Section		Subject	Statement Addressing Sexual Misconduct/Title IX/Campus SaVE Act

Louisiana Delta Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), Louisiana Delta Community College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Louisiana Delta Community College community (students, faculty, and staff,) as well as contractors and visitors.

Louisiana Delta Community College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by Louisiana Delta Community College policy, as well as state and federal laws. Individuals who the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from Louisiana Delta Community College, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person’s will, or not forcibly or against the person’s will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor
- A person with whom the survivor shares a child in common
- A person who is or was residing in the same household as the survivor, or
- Any person against someone who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Procedures to follow in cases of sexual assault, sexual harassment, sexual misconduct, stalking, and dating/intimate partner/domestic violence, as related to the Campus SaVE Act/Violence Against Women Act

Being a victim of any of the crimes addressed in this document is traumatic and all victims will respond differently. However, all victims have the same options and rights afforded to them. Below is an explanation of procedures.

Campus Security

1. Campus Security will notify the Director of Student Counseling and Disability Services or someone whom the victim chooses and feels comfortable with, to provide support/advocacy and to accompany the victim to the police station, hospital or home.
2. In case of a medical emergency, Campus Security will arrange transportation to the hospital emergency room. The support person may accompany the victim. Medical attention should be encouraged even if the victim does not feel it is necessary, for the person may be in shock or otherwise unable to make such a decision which may be important to future legal action. The victim should be informed of the importance of preserving evidence.
3. If there is potential for immediate apprehension of the assailant, Campus Security will take appropriate action.

Faculty and Staff

1. Any faculty or staff member who receives a report of or discovers a possible sexual assault, sexual harassment, sexual misconduct, stalking, or dating/intimate partner/domestic violence on campus should do the following:
 - Assure the victim of his or her safety and, in emergency situations, move the victim to a safe, private location
 - Do not leave the victim alone and, if possible, send someone else to get additional assistance
 - Immediately report this to the Campus Security, the Vice Chancellor of Student Affairs and, in their absence, the Dean of Student Success Services. Every effort will be maintained to assure confidentiality in the investigation of the assault.
2. The Office of Student Services shall be responsible for ensuring LDCC policies and procedures are followed and shall also determine appropriate College disciplinary action if the alleged perpetrator is a student. Any student or employee who is a victim will be offered information of law enforcement options, mental health services and options for changing academic situations if requested.

Students

1. Any student who receives a report of or discovers a possible sexual assault, sexual harassment, sexual misconduct, stalking, or dating/intimate partner/domestic violence on campus should do the following:
 - Assure the victim of his/her safety and, in emergency situations, move the victim to a safe, private location
 - Do not leave the victim alone and, if possible, send someone else to get additional assistance
 - Immediately notify Campus Security, a staff member or a faculty member

2. LDCC may initiate disciplinary action against the student or employee accused of rape/sexual assault, or other sex offenses, forcible or non-forcible. Possible sanctions which may be imposed following the final determination of an on-campus disciplinary procedure regarding such changes include suspension or dismissal.
3. The Dean of Student Success Services shall oversee and implement these decisions for students and ensure the accuser and accused are treated fairly and informed of the outcome of any campus disciplinary proceeding and action.

To the Student:

Campus sexual assault, sexual harassment, sexual misconduct, stalking, and dating/intimate partner/domestic violence victim information

1. Resource Information

In the event that you are the victim of sexual assault on campus, find yourself a place of safety. Once safe, call one or more of the following:

- Campus Security (318) 345-9105 during business hours
- Local Police (911)
- Local Emergency Room (St. Francis North, 309 Jackson St., Monroe (318) 966-4000
- Director of Student Counseling and Disability Services (318) 345-9152 or (318) 345-9144 during business hours
- Dean of Student Success Services (318) 345-9150 or (318) 345-9144
- A friend or family member
- The Wellspring Counseling and Family Development Center 24/7 Phone Lines: (318) 323-1505 or 1-800-716-7233

2. The Importance of a Medical Examination

For purposes of ensuring your own physical health, as well as successful apprehension and prosecution of the perpetrator (if desired/warranted), it is very important that you promptly go or be sent to a nearby hospital emergency room to be examined. As awkward or uncomfortable as it may be, you should not change your clothing or bathe prior to this examination. At this time you may want to be tested and treated for any injuries you have sustained and also be tested for the presence of any sexually transmitted diseases.

Be aware that it is your right to have a trained rape counselor accompany you throughout all or any part of the medical examination. The counselor is there to provide support and answer any questions you have. The information you share privately with the counselor is confidential. Seeing the doctor and having an evidentiary “rape kit” completed does not mean you must prosecute your attacker, but it does significantly increase the potential for success if you choose to do so.

If possible, either bring a change of clothing with you to the hospital or have someone do so for

you, as your clothing worn during the assault should be collected by the medical team.

3. Protecting Yourself Following a Sexual Assault

After a sexual assault has occurred, it is extremely important to provide for your personal safety. If you know or fear that your attacker knows your whereabouts, you may want to make temporary arrangements to stay elsewhere. Restraining orders preventing your attacker from contacting you are available through the court system. Although you must request the order (with or without the assistance of an attorney), counselors can help you fill out the required paperwork at the police station. Counselors can also refer you to appropriate support agencies and shelters, if desired.

4. Recovery

It is important to remember that sexual assault can happen to anyone. Sexual violence is not the victim's fault. However, victims frequently experience confusing and distressing feelings following an attack. It is important not to hold in these feelings. Talk to a trusted friend or relative and seek appropriate professional counseling. LDCC students are eligible to receive professional counseling services through the Office of Student Counseling and Disability Services. Also, The Wellspring Counseling and Family Development Center offers 24 hour hotlines and these conversations are completely confidential. You can talk to the counselors about anything. They are there to listen and to help answer questions about police proceedings, legal issues, medical procedures, counseling options, and many other topics. Contact information for these services is provided under Resource Information located in this document.

REMEMBER, if you have been sexually assaulted, you need to take appropriate steps toward physical and emotional recovery.