

# **Virginia Tech Sexual Assault Response Protocol**

**Written and Compiled by  
The VT Sexual Violence Prevention Council  
January, 2004**

**Last Updated December 2006**

# Virginia Tech Sexual Assault Response Protocol

## Background

The purpose of the VT Sexual Assault Response Protocol is to clearly delineate the services available for victims of sexual assault who are affiliated with VT. All protocol participants are concerned with the rights of all parties involved in an assault – victim and assailant – and agree to work collaboratively to ensure that rights are protected and excellent services are available.

This protocol outlines services available to victims who report sexual assault. Reports of other crimes such as dating and domestic violence, stalking and cyber stalking, harassment, and other forms of abusive behavior can be responded to by consulting this protocol and adapting it appropriately. This document will continue to be updated as offices and services change. Participants may be added or removed from the protocol as services emerge and various offices address the needs of victims.

Members of the VT Sexual Assault Prevention Council wrote the VT Sexual Assault Response Protocol over the course of two years. Convened and facilitated by the VT Women's Center, the Council has the responsibility for addressing service and educational concerns regarding sexual and other forms of violence on the VT campus. The Sexual Assault Task Force has met since 1996, and changed its name to the Sexual Violence Prevention Council in the fall of 2003. Members of the Council serve with the intent of sharing information between selected university departments, as well as off-campus partners with whom a victim or an assailant might come in contact.

All members of the university community are expected to provide services and follow regulations outlined by the university, and Federal and State laws. To this end, all participants in this protocol understand the need to adhere to regulations regarding confidentiality including those outlined in the Family Educational Rights and Privacy Act (1974, amended). In addition, all participants in this protocol understand the obligation to notify the university community if an alleged assault involves a threat to the community. The decision to notify the community is made by the VT Chief of Police in collaboration with the VT Women's Center, University Relations, and others as necessary. A potential danger to the community is defined as (a) a sexual assault by a stranger, with no leads as to the identity of the assailant, (b) a pattern of sexual assaults, (c) a particularly violent sexual assault, (d) multiple assailants, or (e) the use of a weapon.

This protocol is the result of extended conversations and cross training between the varied on and off campus units that respond to sexual assault complaints. Our intent is to serve all victims and to hold assailants accountable by providing victims with the necessary support and options for proceeding with filing reports and adjudicating these crimes – both on and off campus.

Special thanks go to VT Women's Center staff members Maureen Lazar, Victim Services Outreach Coordinator, and Christine Dennis, Counseling and Advocacy Coordinator, for their work in chairing the Sexual Violence Prevention Council and shepherding this process to its completion. Additional thanks goes to Colleen White in the Office of Judicial Affairs for her contributions in completing this document.

The members of the Sexual Violence Prevention Council, who spent many hours thinking through how to best support victims of sexual assault, are to be commended for their dedication to making VT a safe and supportive place for women, men, and all those who care about stopping violence.

Ellen Plummer

VT Women's Center / Violence Against Women campus grant #2003-X1697-VA51  
January, 2004

## **2003-2004 Virginia Tech Sexual Assault Prevention Council**

Susan Anderson, Womanspace Faculty Advisor

Megan Armbruster, Athletics

Kristen Benson, Women's Center

Michelle Bertram, Women's Resource Center of the New River Valley

Tom Brown, Student Life and Advocacy

Nicki Cantrell, Student Activities

Curtis Cook, Virginia Tech Police Department

Christine Dennis, Women's Center

Janet Harer, Schiffert Health Center

Stephanie Henley, Virginia Tech Police Department

John Glass, Blacksburg Police Department

Jane Keppel-Benson, Cook Counseling Center

Neal King, Women's Studies

Maureen Lazar, Women's Center

Shannon May, Women's Resource Center of the New River Valley

Linda Mitchell, Women's Center

Suzanne Mullins, Student Programs

Stephanie Nicholas, Student Representative - SAVES

Eric Norman, Fraternity and Sorority Life

Corey Reed, Cook Counseling Center

Alison Shaffer, Student Representative - Womanspace

Bill Stringer, Virginia Tech Corps of Cadets

Colleen White, Judicial Affairs

Anna Williams, Women's Center

# Virginia Tech Sexual Assault Response Protocol

## Table of Contents

Background.....	page 2
Assumptions Guiding the Protocol.....	page 5
Sexual Assault Resources for Referral.....	page 6

## Protocol Participants

Virginia Tech Women’s Center.....	page 9
Women’s Resource Center of the New River Valley.....	page 10
Virginia Tech Cook Counseling Center.....	page 11
Montgomery Regional Hospital.....	page 12
New River Valley Medical Center.....	page 13
Virginia Tech Schiffert Health Center.....	page 14
Virginia Tech Police Department.....	page 15
Blacksburg Police Department.....	page 16
Virginia Tech Office of Judicial Affairs.....	page 17
Virginia Tech Student Life and Advocacy Office.....	page 18
Virginia Tech Office of Student Programs/Residence Life.....	page 19
Virginia Tech Office of Student Programs/Office of Fraternity and Sorority Life.....	page 20
Virginia Tech Corps of Cadets.....	page 21
Virginia Tech Athletics Department.....	page 22

## Virginia Tech Sexual Assault Response Protocol Assumptions Guiding the Protocol

Virginia Tech does not tolerate sexual assault. This protocol defines and coordinates efforts of various on and off campus units and agencies in order to provide a caring and effective uniform response to the person who reports having been sexually assaulted. Victims of sexual assault may seek assistance from any university department.

This protocol is based on the following understanding of sexual assault:

1. Sexual assault is a broad term that encompasses any forcible sexual activity that occurs without the consent of the victim. Sexual assault includes, but is not limited to, unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, and forcible penetration with an object or a finger. Both victims and alleged perpetrators can be male and female.
2. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated or physically helpless.
3. Sexual assault victims need to know what services are available and what office provides them. Providers will recognize their own limitations and make referrals when appropriate.
4. Victims need clearly defined choices and options because when they were sexually assaulted, they were in a powerless position and denied choice.
5. Timely services are of the utmost importance for victims as they may be in crisis and there may be time limits associated with the collection of physical evidence of the crime.
6. Confidential services are essential to the recovery of the victim. The limits of confidentiality must be explained to the victim. See individual department protocols regarding confidentiality.

# Sexual Assault Resources for Referral

## EMERGENCY ASSISTANCE 911

24-hour crisis hotline (540) 639-1123 – Women’s Resource Center of the New River Valley

### **The Women’s Center at Virginia Tech**

206 Washington Street (0270)

Blacksburg, VA 24061

(540) 231-7806

[womctr@vt.edu](mailto:womctr@vt.edu)

[www.womenscenter.vt.edu](http://www.womenscenter.vt.edu)

[www.stopabuse.vt.edu](http://www.stopabuse.vt.edu)

*Provides free and confidential crisis intervention, counseling, and advocacy services to any Virginia Tech student, staff, or faculty member.*

### **Women’s Resource Center of the New River Valley**

P.O. Box 477

Radford, VA 24143

(540) 639-1123 (24-hour hotline and CARE Companion services)

(540) 639-9592 (administrative offices)

[www.wrcnrv.org](http://www.wrcnrv.org)

*Provides 24-hour crisis hotline, CARE Companion/advocacy services and group or individual counseling. Also runs emergency shelter and Victim Witness Court Assistant Program. Services are free of charge and available to anyone in the New River Valley.*

### **Virginia Tech Cook Counseling Center**

240 McComas Hall (0108)

Blacksburg, VA 24061

(540) 231-6557

[www.ucc.vt.edu](http://www.ucc.vt.edu)

*Provides free and confidential individual or group counseling to any Virginia Tech student.*

### **Montgomery Regional Hospital**

Montgomery Regional Hospital

3700 South Main Street

Blacksburg, VA 24060

(540) 953-5122

[www.mrhospital.com](http://www.mrhospital.com)

*Provides general medical services including STI screening, pregnancy testing and emergency contraception. Forensic Nurse Examiners are available 24 hours a day to collect evidence as needed for a Physical Evidence Recovery Kit (PERK).*

### **New River Valley Medical Center**

2900 Lamb Circle

Christiansburg, VA 24073

(540) 731-2866

[www.carilion.com/cnrv](http://www.carilion.com/cnrv)

*Provides general medical services including STI screening, pregnancy testing and emergency contraception. At victim’s request, forensic nurses collect a Physical Evidence Recovery Kit (PERK).*

### **Virginia Tech Schiffert Health Center**

McComas Hall (0140)  
Blacksburg, VA 24061  
(540) 231-6444  
[www.healthcenter.vt.edu](http://www.healthcenter.vt.edu)

*Provides general medical services to all Virginia Tech Students. Can test for STI screening, pregnancy, and prescribe emergency contraception. Minimal costs are associated with services.*

### **Virginia Tech Police Department**

Sterrett Facilities Complex (0523)  
Blacksburg, VA 24061  
911 (emergency/on campus)  
(540) 231-6411 (office)  
[www.police.vt.edu](http://www.police.vt.edu)

*Provides law enforcement services to campus community including investigation of criminal activity, such as sexual assault, and assisting victims with referral to other resources. This department collects and houses the Anonymous Sexual Assault Report Forms.*

### **Blacksburg Police Department**

200 West Clay Street  
Blacksburg, VA 24060  
911 (emergency/off campus)  
(540) 961-1150 (office)  
[www.blacksburg.gov/government/departments/police.php](http://www.blacksburg.gov/government/departments/police.php)

*Provides law enforcement services to Blacksburg community including investigation of criminal activity, such as sexual assault, and assisting victims with referral to other resources.*

### **Virginia Tech Office of Judicial Affairs**

108 Dietrick Hall (0277)  
Blacksburg, VA 24061  
(540) 231-3790  
judicial@vt.edu  
[www.judicial.vt.edu](http://www.judicial.vt.edu)

*Handles the adjudication of all violations of the code of conduct, including sexual misconduct cases when the alleged perpetrator is a Virginia Tech Student.*

### **Virginia Tech Dean of Students Office**

201 W. Roanoke Street (0255)  
Blacksburg, VA 24061  
(540) 231-3787  
(540) 231-8718 TTY  
[www.dos.vt.edu](http://www.dos.vt.edu)

*Provides support for transition to college life, fostering an inclusive campus community, coordinating the response to student emergencies and providing advocacy support for all students living off campus.*

**Virginia Tech Office of Student Programs/Residence Life**

107 E. Eggleston Hall (0428)  
Blacksburg, VA 24060  
(540) 231-6204  
[www.studentprograms.vt.edu](http://www.studentprograms.vt.edu)

*Residence Life offers assistance to all students living on-campus. Provides crisis intervention through on-call resident advisors, house managers, hall supervisors, and administrators. Primary Services include discussion of options, referrals, and follow-up. In some cases, housing re-assignments can be provided for victims who live on campus. In some cases, telephone number changes can also be facilitated.*

**Virginia Tech Office of Student Programs/Office of Fraternity and Sorority Life**

41 Owens Hall (0296)  
Blacksburg, VA 24060  
(540) 231-6609  
[gogreek@vt.edu](mailto:gogreek@vt.edu)  
[www.studentprograms.vt.edu](http://www.studentprograms.vt.edu)

**Virginia Tech Corps of Cadets**

143 Brodie Hall (0213)  
Blacksburg, VA 24061  
(540) 231-8597  
[vtcorps@vt.edu](mailto:vtcorps@vt.edu)  
[www.vtcc.vt.edu](http://www.vtcc.vt.edu)

**Virginia Tech Athletics Department**

Cassell, Jamerson, and Merriman (0502)  
Blacksburg, VA 24061  
(540) 231-1252  
[www.hokiesports.com](http://www.hokiesports.com)

**Individual departmental protocols follow that detail a description of services available.**

# Virginia Tech Women's Center

Serves: VT Faculty, Staff, and Students

Fees: Free

The VT Women's Center provides crisis intervention, counseling, and advocacy services to any student, staff, or faculty member who is a victim of sexual assault and to the victim's friends, family, and supporters. The VT Women's Center works closely with the Women's Resource Center of the New River Valley (WRC). The WRC serves as the 24-hour hotline for VT's after hours or emergency calls.

Staff members of the VT Women's Center will:

- Offer the victim crisis intervention, advocacy, support, and individual and group counseling.
- Accompany the victim to medical facilities, law enforcement, court proceedings, and university judicial hearings.
- Explain to the victim that she or he will not be forced to make an immediate decision on whether or not to press any type of charges against her or his assailant.
- Inform the victim of criminal, judicial, and civil options to report and adjudicate a crime.
- Explain what counseling options are available both on and off campus.
- Inform the victim about the forensic care offered at New River Valley Medical Center, and how to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Explain that information shared with the VT Women's Center about an individual or situation will not be discussed with anyone **outside** the VT Women's Center without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a client threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the VT Women's Center **will only be discussed with other departments at Virginia Tech on a need to know basis**. The VT Women's Center will make every effort to inform the victim if information is to be shared with another department.
- Provide email correspondence options through stopabuse@vt.edu.
- Inform the student victim of academic relief available through the VT Student Life and Advocacy Office or the VT Office of Residence Life.
- If the victim is a student, assist her or him in finding a safe place to go by reviewing resources available through VT Student Programs, the VT Office of Residence Life, and the Women's Resource Center of the New River Valley.
- Explain that some situations require notification to the campus if the alleged assailant is a threat to the university community. A potential danger to the community is defined as (a) a sexual assault by a stranger, with no leads as to the identity of the alleged assailant, (b) a pattern of sexual assaults, (c) a particularly violent sexual assault, (d) multiple assailants, or (e) the use of a weapon. The identity of the victim will not be released.
- If the alleged assailant is a student, explain the option to file a report against the assailant under the University Policies for Student Life in the VT Office of Judicial Affairs.
- Discuss with victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Provide the victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the stopabuse.vt.edu website. The staff of the VT Women's Center can file the anonymous report, with the permission of the victim. If the VT Women's Center is not the first department with which the victim has had contact, VT Women's Center staff will verify that the victim has been given the option to file an anonymous report.

The primary contact at the VT Women's Center is the Counseling and Advocacy Coordinator who can be reached at 231-7806 and at stopabuse@vt.edu.

# Women's Resource Center of the New River Valley

Serves: Virginia Tech, Montgomery County, the city of Radford, and Pulaski, Giles, and Floyd Counties  
Fees: Free

The Women's Resource Center of the New River Valley (WRC) is the rape crisis and domestic violence center serving Virginia Tech and surrounding communities. The WRC provides services to any victim of sexual assault, dating or domestic violence, and other forms of abuse. The WRC and the VT Women's Center work closely together.

Staff and trained volunteers at the Women's Resource Center of the New River Valley will:

- Provide 24-hour hotline services (639-1123) for victims of sexual assault.
- Provide 24-hour crisis intervention by CARE Companion Advocates, including accompaniment to medical facilities and police departments.
- Explain the interview process conducted by the police departments.
- Explain the forensic care offered at the New River Valley Medical Center.
- Offer shelter facilities for victims of sexual assault.
- Provide individual and group counseling to victims of sexual assault.
- Provide a victim witness assistant to accompany the victim to court proceedings and the Commonwealth Attorney's Office and to guide her or him through the court process.
- Provide information to the victim on Criminal Injuries Compensation Fund through the Commonwealth of Virginia's victim witness program.
- If the victim is affiliated with Virginia Tech, explain resources available on campus.
- If the alleged assailant is a Virginia Tech student, inform the victim of the option to file a judicial referral under University Policies for Student Life in the VT Office of Judicial Affairs.
- Discuss the option to file a report with the police department in the jurisdiction where the incident occurred.
- Explain that information shared with the Women's Resource Center about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a client threatens to hurt self or others, or if there is a suspicion of child abuse.
- If the victim is affiliated with Virginia Tech, provide a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the WRC can file the anonymous report, with the permission of the victim. If the WRC is not the first department with which the victim has had contact, the WRC staff will verify that the victim has been given the option to file an anonymous report.

The primary contact at the Women's Resource Center is the Adult Sexual Assault Counselor who can be reached at 639-9592.

# Virginia Tech Cook Counseling Center

Serves: Virginia Tech students

Fees: Free

Faculty and staff at the VT Cook Counseling Center will:

- Provide short-term individual and group counseling for student victims. If long-term counseling is needed, a referral will be made to an off campus counselor.
- Explain that information shared with anyone at the VT Cook Counseling Center about an individual or situation will not be discussed **inside or outside** Virginia Tech without the written permission of the student. Exceptions to confidentiality are responses to a court order or to a subpoena or instances in which there are serious threats of suicide, homicide, abuse of a minor child, or abuse of an elderly person.
- Offer sexual assault survivors support group.
- Inform the student victim of academic relief available through the VT Student Life and Advocacy Office or the VT Office of Residence Life.
- Provide after hours on-call services for student victims.
- Offer assistance and support to others connected with the student victim.
- Explain to the student victim options for counseling services at the VT Women's Center or the Women's Resource Center of the New River Valley.
- Encourage the student victim, when appropriate, to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Present the option to the student victim of speaking with the VT Women's Center or the Women's Resource Center of the New River Valley. Explain that an advocate can accompany the victim to the police department or New River Valley Medical Center if desired.
- Provide the student victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the VT Cook Counseling Center can file the anonymous report, with the permission of the victim. If the VT Cook Counseling Center is not the first department with which the victim has had contact, VT Cook Counseling Center staff will verify that the victim has been given the option to file an anonymous report.

The primary contact at VT Cook Counseling Center is the Director who can be reached at 231-6557.

# Montgomery Regional Hospital

Serves: Anyone needing medical services

Fees: Costs incurred with medical examinations and treatment, insurance is accepted

Note: The VT Women's Center or Women's Resource Center of the New River Valley may be contacted for information on financial assistance.

Montgomery Regional Hospital provides medical services to any victim of sexual assault.

Montgomery Regional Hospital agrees to implement the following steps:

If the sexual assault occurred **within the last 72 hours**, the role of the staff at Montgomery Regional will be to:

- Provide a forensic nurse to the victim for a medical/forensic examination.
- Explain the option of a Physical Evidence Recovery Kit (PERK).
- If the victim wants a PERK, explain in detail the evidence collection process.
- Contact the Women's Resource Center of the New River Valley for a CARE Companion to meet the victim at the hospital.
- Communicate with law enforcement.
- Offer a medical examination, testing for sexually transmitted infections, pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the VT Women's Center or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the Montgomery Regional about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a patient threatens to hurt self or others, or if there is a suspicion of child abuse.
- If the victim is a VT student, inform her or him of counseling services available through the VT Women's Center, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- If the victim is affiliated with Virginia Tech, provide a Virginia Tech Survivor's Guide.

If the sexual assault occurred **after a 72-hour period**, the role of the staff at Montgomery Regional will be to:

- Provide a forensic nurse to the victim for a medical/forensic examination.
- Offer a medical examination, testing for sexually transmitted infections, pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the VT Women's Center or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the Montgomery Regional about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a patient threatens to hurt self or others, or if there is a suspicion of child abuse.
- If the victim is a VT student, inform her or him of counseling services available through the VT Women's Center, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- If the victim is affiliated with Virginia Tech, provide a Virginia Tech Survivor's Guide.

The primary contact at Montgomery Regional Hospital for forensic nursing services can be reached through the Emergency Department at 540-953-5122.

# New River Valley Medical Center

Serves: Anyone needing medical services

Fees: Costs incurred with medical examinations and treatment, insurance is accepted

Note: The VT Women's Center or Women's Resource Center of the New River Valley may be contacted for information on financial assistance.

The New River Valley Medical Center (NRVMC) provides medical services to any victim of sexual assault.

The New River Valley Medical Center agrees to implement the following steps:

If the sexual assault occurred **within the last 72 hours**, the role of the staff at NRVMC will be to:

- Provide a forensic nurse to the victim for a medical/forensic examination.
- Explain the option of a Physical Evidence Recovery Kit (PERK).
- If the victim wants a PERK, explain in detail the evidence collection process.
- Contact the Women's Resource Center of the New River Valley for a CARE Companion to meet the victim at the hospital.
- Communicate with law enforcement.
- Offer a medical examination, testing for sexually transmitted infections (including HIV), pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the VT Women's Center or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the NRVMC about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a patient threatens to hurt self or others, or if there is a suspicion of child abuse.
- If the victim is a VT student, inform her or him of counseling services available through the VT Women's Center, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- If the victim is affiliated with Virginia Tech, provide a Virginia Tech Survivor's Guide.

If the sexual assault occurred **after a 72-hour period**, the role of the staff at NRVMC will be to:

- Provide the victim medical care.
- Offer a medical examination, testing for sexually transmitted infections (including HIV), pregnancy testing, and/or emergency contraception.
- If the victim is concerned about financial costs, contact the VT Women's Center or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the victim that information shared with the NRVMC about an individual or situation will not be discussed with anyone **outside** the agency without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a patient threatens to hurt self or others, or if there is a suspicion of child abuse.
- If the victim is a VT student, inform her or him of counseling services available through the VT Women's Center, VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- If the victim is affiliated with Virginia Tech, provide a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the NRVMC can file the anonymous report, with the permission of the victim. If the NRVMC is not the first department with which the victim has had contact, NRVMC staff will verify that the victim has been given the option to file an anonymous report.

The primary contact at the New River Valley Medical Center is the Director of Forensic Care who can be reached at 731-2866.

# Virginia Tech Schiffert Health Center

Serves: Virginia Tech students

Costs: Nominal fees associated with medical examinations and treatment

Note: The VT Women's Center or Women's Resource Center of the New River Valley may be contacted for information on financial assistance.

Some of the costs related to treatment after a sexual assault might include a sexually transmitted infections screening and emergency contraception to prevent pregnancy.

Faculty and staff at the VT Schiffert Health Center will:

- Offer to the student victim appropriate consultation, examination, and treatment.
- If disclosure occurs **within 72 hours of the assault**, offer the student victim an appropriate referral for a medical/forensic examination at the New River Valley Medical Center. Advise student victim how to protect and maintain the chain of evidence.
- Offer the student victim a medical examination to test for sexually transmitted infections (including HIV), pregnancy testing, and/or emergency contraception.
- Explain to the student victim that a health fee will be assessed and mailed to her or his registered address. Inform student that the charges may be paid at Student Accounts in the Bursar's office on Tuesday after her or his visit.
- Inform the student victim that the on-site pharmacy may be able to fill prescriptions.
- If the student victim is concerned about financial costs, contact the VT Women's Center or the Women's Resource Center of the New River Valley for information on financial assistance.
- Explain to the student victim that information shared with VT Schiffert Health Center about an individual or situation will not be discussed with anyone without her or his written consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a student threatens to hurt self or others, or if there is a suspicion of child abuse.
- Inform the student victim that the VT Student Life and Advocacy Office (if the student lives off campus) or the VT Office of Residence Life (if the student lives on campus) can assist with academic relief and make arrangements for a safer living environment. The VT Women's Center can help facilitate academic relief.
- Inform the student victim of counseling services available through the VT Women's Center, the VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- Provide the student victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the VT Schiffert Health Center can file the anonymous report, with the permission of the victim. If the VT Schiffert Health Center is not the first department with which the victim has had contact, VT Schiffert Health Center staff will verify that the victim has been given the option to file an anonymous report.

The primary contact at VT Schiffert Health Center is the Women's Clinic Coordinator who can be reached at 231-6444.

# Virginia Tech Police Department

Serves: Anyone within the VT Police jurisdiction

Cost: Free

Officers and staff at the Virginia Tech Police Department (VTPD) will:

- Conduct a full investigation upon victim request (if physically able to provide consent), and complete a departmental report, which will be kept in the VTPD records division.
- Present the victim with the following options for further action:
  - ➔ The victim can choose to take no action and a report will be filed.
  - ➔ The victim can make a judicial referral to the VT Office of Judicial Affairs, and/or
  - ➔ The Commonwealth's Attorney may review the case for purposes of filing charges against the assailant.
- Receive and house all formal and anonymous reports of assaults submitted both online and in person.
- Explain to the victim the evidence gathering process and the importance of timeliness in obtaining the evidence.
- Offer the victim transportation to requested medical or counseling services.
- Explain to the victim that information shared with the police department about an individual or situation will not be discussed with anyone outside the department without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a victim threatens to hurt self or others, or if there is a suspicion of child abuse.
- Inform the victim that evidence will be retained until the court system or the VT Office of Judicial Affairs proceedings have concluded. If the victim decides not to pursue any further investigation, then the property may be returned to the legal owner.
- If possible, provide a female or male officer if one is specifically requested by the victim.
- Present to the victim the option of obtaining an advocate from the VT Women's Center or the Women's Resource Center of the New River Valley. Explain to the victim that an advocate can be present at the police department and at local hospitals.
- Determine when there may be potential danger or a threat to the community. A potential danger to the community is defined as (a) a sexual assault by a stranger, with no leads as to the identity of the alleged assailant, (b) a pattern of sexual assaults, (c) a particularly violent sexual assault, (d) multiple assailants, or (e) the use of a weapon. The identity of the victim will not be released.
- Encourage the victim to go to the New River Valley Medical Center for a forensic exam to collect evidence.
- Inform the victim of counseling services available through the VT Women's Center, the VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- Provide the victim with a Virginia Tech Survivor's Guide.

The primary contact at the Virginia Tech Police Department is the Investigative Division which can be reached at 231-9422, 231-8122, or 231-6411.

# Blacksburg Police Department

Serves: Anyone in the Blacksburg Police Department jurisdiction

Fees: Free

Officers and staff at the Blacksburg Police Department (BPD) will:

- Conduct a full investigation upon victim request (if physically able to provide consent); complete a departmental report, which will be kept in the BPD records division.
- If the victim is a VT student, present the following options for further action:
  - ➔ The victim can choose to take no action and a report will be filed.
  - ➔ The victim can make a judicial referral to the VT Office of Judicial Affairs, and/or
  - ➔ The Commonwealth's Attorney may review the case for purposes of filing charges against the assailant.
- Explain the evidence gathering process and the importance of timeliness in obtaining the evidence.
- Explain to the victim that information shared with the police department about an individual or situation will not be discussed with anyone outside the Blacksburg Police Department without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a victim threatens to hurt self or others, or if there is a suspicion of child abuse.
- Inform the victim that evidence will be retained until the court system or the VT Office of Judicial Affairs proceedings have concluded. If the victim decides not to pursue any further investigation, then the property may be returned to the legal owner.
- Present to the victim the option of attaining an advocate from the Women's Resource Center of the New River Valley (WRC). Explain to the victim that an advocate can be present at the police department and at the New River Valley Medical Center.
- The BPD or the advocate from the WRC will explain the victim interview process.
- Determine when there may be potential danger or a threat to the community. A potential danger to the community is defined as (a) a sexual assault by a stranger, with no leads as to the identity of the alleged assailant, (b) a pattern of sexual assaults, (c) a particularly violent sexual assault, (d) multiple assailants, or (e) the use of a weapon. The identity of the victim will not be released.
- Encourage the victim to seek medical attention from the New River Valley Medical Center.
- Inform the victim of counseling services available through the VT Women's Center and the Women's Resource Center of the New River Valley.
- If the victim is affiliated with Virginia Tech, provide a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the Blacksburg Police Department can file the anonymous report, with the permission of the victim. If the Blacksburg Police Department is not the first department with which the victim has had contact, the BPD staff will verify that the victim has been given the option to file an anonymous report.

The primary contact at the Blacksburg Police Department is the Investigative Division which can be reached at 961-1154. To reach BPD after hours, please call 961-1150.

# Virginia Tech Office of Judicial Affairs

Serves: Members of the Virginia Tech university community

Fees: Free

The VT Office of Judicial Affairs provides individuals the opportunity to submit a judicial referral (commonly known as a “JR”) and request a formal judicial hearing for an alleged violation of Virginia Tech’s sexual misconduct, abusive conduct, and/or sexual harassment policy. Services provided are free of charge. A judicial referral may be brought forth from a Virginia Tech faculty or staff member, student, or member of the university community.

Faculty and staff in the VT Office of Judicial Affairs will:

- Explain to the student victim the university judicial process.
- If the alleged assailant is a Virginia Tech student, coordinate and provide a formal judicial/university disciplinary hearing for cases of sexual misconduct.
- Explain to the victim that all student information and records are protected under the Family Educational Rights and Privacy Act (1974, amended) but that in cases involving crimes of violence, such as sexual assault, the person submitting the judicial referral may elect to be notified of the outcome of the hearing.
- Explain to the student victim that information shared with the Office of Judicial Affairs about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a student threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the Office of Judicial Affairs about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Inform the student victim she or he can email questions anonymously to [judicial@vt.edu](mailto:judicial@vt.edu) and/or request a meeting with Judicial Affairs staff to discuss the disciplinary process.
- Explain to the student victim that there may be some situations that will require notification to the campus if the alleged assailant is a threat to the university community. A potential danger to the community is defined as (a) a sexual assault by a stranger, with no leads as to the identity of the assailant, (b) a pattern of sexual assaults, (c) a particularly violent sexual assault, (d) multiple assailants, or (e) the use of a weapon. The identity of the victim will not be released.
- Encourage the student victim to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Present to the student victim the option of attaining an advocate from the VT Women’s Center or the Women’s Resource Center of the New River Valley (WRC). Explain to the victim that an advocate can be present at the judicial hearing.
- Inform the student victim of counseling services available through the VT Women’s Center, the VT Cook Counseling Center, and the Women’s Resource Center of the New River Valley.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Provide the student victim with a Virginia Tech Survivor’s Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the VT Office of Judicial Affairs can file the anonymous report, with the permission of the victim. If the VT Office of Judicial Affairs is not the first department with which the victim has had contact, VT Office of Judicial Affairs staff will verify that the victim has been given the option to file an anonymous report.

The primary contact in the VT Office of Judicial Affairs is the Judicial Coordinator who can be reached at 231-3790.

# Virginia Tech Dean of Students Office

Serves: All **off-campus** Virginia Tech students and their families

Cost: Free

Faculty and staff in the VT Dean of Students Office will:

- Serve as an advisor to student victims or alleged student assailants in any on campus university judicial proceeding.
- Offer to contact faculty of the student victim to verify the need for academic relief.
- Provide information to the student victim on course withdrawals and withdrawal from the University.
- Assist the student victim in finding a safe place to go and discuss the Women's Resource Center shelter as an option.
- Advise and provide support for families or concerned friends of victims or alleged assailants with the permission of the student.
- Explain to the student victim that information shared with the VT Dean of Students Office about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a student threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the VT Dean of Students Office about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis**.
- Explain to the student victim that there may be some situations that will require notification to the campus if the alleged assailant is a threat to the university community. A potential danger to the community is defined as (a) a sexual assault by a stranger, with no leads as to the identity of the alleged assailant, (b) a pattern of sexual assaults, (c) a particularly violent sexual assault, (d) multiple assailants, or (e) the use of a weapon. The identity of the victim will not be released.
- Encourage the student victim to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Inform the student victim of counseling services available through the VT Women's Center, the VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- Advise the student victim of the University judicial process and the option to file a judicial referral to initiate judicial proceedings against the alleged assailant.
- Discuss with the student victim the option to file a report against the alleged assailant with the police department in the jurisdiction where the incident occurred.
- Provide the student victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the VT Dean of Students Office can file the anonymous report, with the permission of the victim. If the VT Dean of Students Office is not the first department with which the victim has had contact, VT Dean of Students Office staff will verify that the victim has been given the option to file an anonymous report.

The primary contact in the VT Dean of Students Office is the Advocacy Coordinator who can be reached at 231-3787. After hours, contact the Virginia Tech Police Department at 231-6411, which will have the On Call (OCA) roster.

# Virginia Tech Student Programs/Residence Life

Serves: All **on-campus** students and their families

Cost: Free

Faculty and staff in Residence Life will:

- Serve as an advisor to student victims or alleged student assailants in an on campus university judicial proceeding.
- Offer to contact faculty of the student victim to verify the need for academic relief.
- Provide information to the student victim on course withdrawals and withdrawal from the University.
- Assist the student victim in finding a safe place to go, including shelter at the Women's Resource Center of the New River Valley, and explain relocation options on campus.
- Advise and provide support for families or concerned friends of victims or alleged assailants with the permission of the student.
- Contact the on-call Student Programs Administrator for support and notification.
- Explain to the student victim that information shared with the Residence Life Staff about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a student threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the Residence Life Staff about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis**.
- Explain to the student victim that there may be some situations that will require notification to the campus if the alleged assailant is a threat to the university community. A potential danger to the community is defined as (a) a sexual assault by a stranger, with no leads as to the identity of the alleged assailant, (b) a pattern of sexual assaults, (c) a particularly violent sexual assault, (d) multiple assailants, or (e) the use of a weapon. The identity of the victim will not be released.
- Encourage the student victim to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Inform the student victim of counseling services available through the VT Women's Center, the VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- Advise the student victim of the University judicial process and the option to file a judicial referral to initiate judicial proceedings against the alleged student assailant.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Provide the student victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the VT Office of Student Programs/Residence Life can file the anonymous report, with the permission of the victim. If the VT Office of Student Programs/Residence Life is not the first department with which the victim has had contact, the VT Office of Student Programs/Residence Life staff will verify that the victim has been given the option to file an anonymous report.

The primary contact in the Residence Life Office is the designated administrator who can be reached at 231-6205. After hours, contact the Virginia Tech Police Department at 231-6411 which will have the Residence Life Administrator On Call (AOC) roster.

# Virginia Tech Student Programs

## Office of Fraternity and Sorority Life

Serves: Virginia Tech students

Cost: Free

Faculty and staff in the Office of Fraternity and Sorority Life (OFSL) will:

- Explain to the student victim that information shared with the OFSL about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a student threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the OFSL about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Provide members of the sorority or fraternity chapter(s) involved with counseling resources and educational opportunities.
- If all parties involved are affiliated with a fraternity or sorority, the OFSL will further investigate the incident.
- Encourage the student victim to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Inform the student victim of counseling services available through the VT Women's Center, the VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- Advise the student victim or alleged student assailant of the University judicial process and the option to file a judicial referral to initiate judicial proceedings.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Provide the student victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the Office of Fraternity and Sorority Life can file the anonymous report, with the permission of the victim. If the Office of Fraternity and Sorority Life is not the first department with which the victim has had contact, Office of Fraternity and Sorority Life staff will verify that the victim has been given the option to file an anonymous report.

The primary contact in the Office of Fraternity and Sorority Life is the Director of Fraternity and Sorority Life who can be reached at 231-6609.

# Virginia Tech Corps of Cadets

Serves: All members of the Corps of Cadets

Cost: Free

Officers, faculty, and staff in the Corp of Cadets will:

- Explain to the student victim that information shared with the Corps of Cadets about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a student threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the Corps the Cadets about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Encourage the student victim to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Inform the student victim of counseling services available through the VT Women's Center, the VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- Advise the student victim of the University judicial process and the option to file a judicial referral to initiate judicial proceedings against the alleged student assailant.
- If the student victim is a cadet, advise the student on how a report and charges can be brought forward within the Corps judicial system.
- Present to the student victim the option of attaining an advocate from the VT Women's Center or the Women's Resource Center of the New River Valley (WRC). Explain to the victim that an advocate can be present at judicial cases.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Provide the student victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the VT Corps of Cadets can file the anonymous report, with the permission of the victim. If the VT Corps of Cadets is not the first department with which the victim has had contact, VT Corps of Cadets staff will verify that the victim has been given the option to file an anonymous report.

The primary contact in the Virginia Tech Corps of Cadets is the Deputy Commandant who can be reached at 231-8597.

# Virginia Tech Athletics Department

Serves: All varsity student athletes

Cost: Free

Faculty and staff in the Athletic Department will:

- Explain to the student victim that information shared with the Athletics Department about an individual or situation will not be discussed with anyone **outside** Virginia Tech without her or his knowledge and consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a student threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the Athletics Department about an individual **will only be discussed with other departments at Virginia Tech on a need to know basis.**
- Encourage the student victim to seek medical attention from the VT Schiffert Health Center or the New River Valley Medical Center.
- Inform the student victim of counseling services available through the VT Women's Center, the VT Cook Counseling Center, and the Women's Resource Center of the New River Valley.
- Advise the student victim of the University judicial process and the option to file a judicial referral to initiate judicial proceedings against the alleged student assailant.
- Discuss with the student victim the option to file a report with the police department in the jurisdiction where the incident occurred.
- Provide the student victim with a Virginia Tech Survivor's Guide.
- Check with the victim about filing an anonymous report through the [stopabuse.vt.edu](http://stopabuse.vt.edu) website. The staff of the VT Athletics Department can file the anonymous report, with the permission of the victim. If the VT Athletics Department is not the first department with which the victim has had contact, VT Athletic Department staff will verify that the victim has been given the option to file an anonymous report.

The primary contact in the Athletics Department is the Director of Student Life who can be reached at 231-1252.