

Title IX Procedures for ABSN Sites – Utica College

This document outlines the procedure to be followed in the event that a Title IX incident is reported to faculty or staff at Utica College's ABSN sites. The Academic Success Coaches at each site have received education on Title IX (and other relevant legislation such as VAWA/CampusSave, etc.) through Utica College's online "Haven" module for faculty and staff. They were also trained in person by Lisa Green, Title IX Coordinator at Utica College, on February 7, 2017.

All other Utica College faculty, staff and students participate in the Haven program as well.

Site Location: **Liverpool, NY**
Title IX Liaison: **Academic Success Coach**

If an incident of sexual harassment, gender-based harassment, or sexual misconduct were to be reported to faculty or staff at the Liverpool site, the procedure would begin by ensuring that the site Academic Success Coach is notified. The Academic Success Coach will conduct outreach as appropriate based on the nature of the situation:

- **Reported Sexual Assault:** Academic Success Coach will immediately contact Lisa Green, Title IX Coordinator, by phone (cell phone contact information has been distributed to Academic Success Coach). If the Title IX Coordinator is unavailable, the Success Coach should contact a Deputy Title IX Coordinator (Alane Varga or Dave Fontaine). All contact information can be found at <http://www.utica.edu/college/tix/>

Academic Success Coach will ask the complainant if they are in need of medical attention, and if there any immediate safety concerns. Medical attention may include the complainant's desire to have a sexual assault examination (also known as a "rape kit"). In Liverpool, the rape crisis center (Vera House) can coordinate with the closest healthcare facility to ensure that a rape kit is administered. If a medical examination is needed, it should be done as soon as possible as the window for conducting a valid test is 72 hours. If a rape kit is needed, contact:

Vera House
6181 Thompson Road, Suite 100
Syracuse, NY 13206
Phone: (315) 425-0818
24-Hour Hotline: (315) 468-3260

The Academic Success Coach will ensure the complainant is safe, and ask if she/he would like to contact law enforcement. If so, contact:

Liverpool Police

Phone: (315) 457-0722

-or-

Onondaga County Sherriff (located in Liverpool)

Phone: (315) 435-0722

The College also has access to a very valuable resource in the New York State Police Campus Sexual Assault Victim's Unit. This unit has a dedicated law enforcement agent (currently Denny Dougherty) who will come on site and conduct the entire investigation, in coordination with the College's Title IX team. If the complainant wishes to involve the New York State police, call:

New York State Police (ask for Campus Sexual Assault Victim's Unit)

1-844-845-7269

- **Incidences of Sexual Harassment, Gender-Based Harassment, Stalking, Dating/Domestic Violence:** In these cases, the Academic Success Coach would also immediately contact the Title IX Coordinator for next steps. If there is an immediate safety concern, the same law enforcement options should be offered. In addition, the Academic Success Coach can work with the Title IX Coordinator to see if Utica College Campus Safety presence is needed.

Site Location: St. Petersburg, FL
Title IX Liaison: Site Success Coach

If an incident of sexual harassment, gender-based harassment, or sexual misconduct were to be reported to faculty or staff at the St. Petersburg site, the procedure would begin by ensuring that the site Academic Success Coach is notified. The Academic Success Coach will conduct outreach as appropriate based on the nature of the situation:

- **Reported Sexual Assault:** Academic Success Coach will immediately contact Lisa Green, Title IX Coordinator, by phone (cell phone contact information has been distributed to Academic Success Coach). If the Title IX Coordinator is unavailable, the Academic Success Coach should contact a Deputy Title IX Coordinator (Alane Varga or Dave Fontaine). All contact information can be found at <http://www.utica.edu/college/tix/>

Academic Success Coach will ask the complainant if they are in need of medical attention, and if there any immediate safety concerns. Medical attention may include the complainant's desire to have a sexual assault examination (also known as a "rape kit"). In St. Petersburg, the Academic Success Coach can call Baycare Health System's Emergency Services to ensure that a rape kit is administered. If a medical examination is needed, it should be done as soon as possible as the window for conducting a valid test is 72 hours. If a rape kit is needed, contact:

St. Anthony's Hospital - Emergency Center
1200 7th Ave. N.
Saint Petersburg, FL 33705
Phone: (727) 825-1100

There is also a rape crisis center in St. Petersburg. If the complainant is in need of rape crisis services, contact:

Suncoast Center, Inc.
PO Box 10970
St. Petersburg, FL 33733
Phone (appointments): (727) 388-1220
Hotline: (727) 530-7273

The Success Coach will ensure the complainant is safe, and ask if she/he would like to contact law enforcement. If so, contact:

Pinellas County Police
Phone: (727) 582-6200

- **Incidences of Sexual Harassment, Gender-Based Harassment, Stalking, Dating/Domestic Violence:** In these cases, the Academic Success Coach would also immediately contact the Title IX Coordinator for next steps. If there is an immediate safety concern, the same law enforcement options should be offered. In addition, the Academic Success Coach can work with the Title IX Coordinator to see if Utica College Campus Safety advice and assistance is needed.

Regardless of the type of incident reported, Utica College will be responsible for ensuring that an investigation takes place. If it is the complainant's wish to have law enforcement conduct the investigation, Utica College's Title IX team will support that process as required. If the complainant does not wish to involve law enforcement, the Title IX Coordinator will oversee an investigation conducted by two Utica College Title IX investigators. If the investigation involves any Orbis faculty or staff, the Title IX Coordinator will reach out to Orbis's human resources department before meeting with those individuals.

The distance between St. Petersburg and Utica is an obstacle to conducting timely, in-person investigations by Utica College Title IX investigators. Only if appropriate, investigatory meetings, at least initially, may be conducted via web technology or by phone. If virtual or phone interviews are not appropriate and if investigatory needs are urgent, the College may decide to hire an outside investigator (assuming the complainant does not wish to involve law enforcement). If time allows, however, the College may decide it is best to send investigators to the site. In any case, Utica College's team will work with the Success Coach and other site staff to ensure the safety and well-being of everyone involved.

FOR ALL SITES:

Utica College will be responsible for ensuring that resources are provided to any Utica College faculty, staff, and students involved in the incident. This could mean providing access to Utica College student Counseling Center services in person or by phone/web conference, or finding resources in the area to perform those services. For faculty and staff it will mean making sure those involved have access to the College's employee assistance program. Information about Utica College resources can be found at <http://www.utica.edu/college/tix/>

It is also Utica College's responsibility to make sure that any interim measures that are needed to ensure the safety and well-being of everyone involved are put into place. This could mean working with Orbis staff and faculty to either temporarily or permanently separate complainants and respondents, or making learning or work accommodations that promote a safer environment. These decisions should not be made in isolation. In instances where interim measures are needed, the Title IX Coordinator will work with the Academic Success Coach to convene the right group of people to make those decisions.

If an investigation results in findings of a violation of Utica College's policy, the case will be referred to the appropriate conduct process. In the case of students, the case will be referred to Utica College's Office of Student Conduct and Community Standards. If the respondent is an employee and there is a policy violation, it will be handled in the College's Office of Human Resources. If the respondent is an Orbis employee, the findings will be shared with Orbis's human resources offices for further action. In any case, if the disciplinary action results in a change in learning or working arrangements, the appropriate parties will be notified.

IMPORTANT PHONE NUMBERS/RESOURCES:

Lisa Green – Title IX Coordinator
(315) 792-3736
Cell: (315) 717-5945
lccgreen@utica.edu

Alane Varga – Deputy Title IX Coordinator
(315) 792-3100
Cell: (315) 796-0703
avarga@utica.edu

Title IX web page: <http://www.utica.edu/college/tix/> (go here for policy, reporting information, resources, and more).