

Protocol for Responding to Sexual Assault or Sexual Harassment Reports made by MSSIS Participants

In the event that an MSSIS program participant reports being sexually assaulted or harassed while abroad, your first responsibility is the immediate physical and emotional well-being of the student. Your next responsibility, in compliance with The Citadel's policies, is to report the incident to the appropriate college officials as soon as possible.

Below is a protocol for responding to reports of sexual violence. If at any time you have questions or concerns about the process, please contact Robert Pickering (843-437-9645) or Janet Shealy (843-425-1315), who will guide you in your efforts to address the issue.

Immediate Response to Reports of Sexual Assault or Harassment

- Take care of the student's personal safety*
 - If you believe the student is in imminent danger, contact the host country police.
 - Otherwise, provide the student with a safe, non-threatening place to talk.

- Determine the nature of the reported incident*
 - Sexual assault
 - Rape
 - Sexual harassment

- Listen to the student and be supportive and empathetic*
 - There is no typical reaction to sexual violence. Victims may cry, express rage, or be withdrawn and/or emotionless.
 - Validate the student's decision to seek help and assure him/her you are there to help.
 - Avoid questions that may indicate blame, such as, "Why did you go there?" or "What were you thinking leaving with someone you don't know?"

- Let the student make as many decisions as possible and provide assistance in following through*
 - The alleged victim may feel helpless and powerless. Allowing the victim to make decisions helps to re-establish a sense of power.
 - Ask questions, such as the below, to focus the student on a course of action:
 - For reports of rape or sexual assault:
 - Do you want to go to the police?
 - *If yes, accompany the student to the police station*
 - Do you want to go to the hospital or local health care facility?
 - *If yes, encourage the student to preserve evidence by not showering, changing clothing, or brushing teeth*
 - *If yes, accompany the student to the hospital*
 - For reports of rape, sexual assault, or sexual harassment:
 - Do you feel safe where you are staying?
 - *If yes, accompany the student to housing*
 - *If no, arrange for an immediate change in housing*

- Let the student know that you are required to contact The Citadel and report the incident to LTC Pickering or Ms. Shealy via email and by phone as soon as possible (within 24 hours).

Allow the student to choose:

- Reporting formally or informally (described in Citadel policies – link below)
- Whether to contact additional support and resources, including others in MSSIS program

Activate your contact list

- After you have spoken with the student using the above guidelines, make contact with other entities as appropriate and based on student's wishes.
 1. Local health care facility or hospital
 2. U.S. Embassy – to report the incident
 3. Local police
 4. Citadel officials (24/7):
 - a. Robert Pickering, Director of MSISS 843-437-9645
Robert.pickering@citadel.edu
 - b. Janet Shealy, Director of CARE: 843-425-1315
Janet.shealy@citadel.edu
 5. Parents or guardians, if the student agrees
 6. Remind student of resources upon returning to The Citadel, such as CARE (843-425-1315) and The Citadel Counseling Center (843-953-6799), and provide contact information for these resources.

Document everything

- Take notes. Create a chronology of events. Capture the following:
 - A description of the incident:
 - Who – all parties involved
 - What – sexual harassment, sexual assault, rape
 - Where – on campus, including housing accommodations, or off-campus site
 - When – date and time of incident and of report
 - How – but do not ask for intimate details
 - Location of medical facility and date/time taken there, if applicable. Record what was said between the medical staff, the student, and whoever else is present.
 - The time of each of your contacts and what transpired.
 - Document the conversations you have with the student. Identify who is present, what's discussed, and what decisions the student makes.
 - Date and time the police are notified, if applicable. Document what transpires between the student and the police.

Links to Citadel Policies

- If you need clarification regarding The Citadel's Sexual Violence or Sexual Harassment policies, click on the following links:

1. **Sexual Violence:**

<http://www.citadel.edu/root/images/BOV/Policies/02-president/2-025-sexual-violence-prevention-and-response-policy.pdf>, which defines prohibited behavior and the consequences of engaging in it and explains how, and with whom, to file a complaint about sexual violence. Annexes immediately following the policy include:

- Annex A: Immediate Guidelines in the Event You are Sexually Assaulted
- Annex B: Filing a Sexual Assault Complaint
- Annex C: DO's and DON'T's in Supporting a Sexual Assault Victim
- Annex D: Follow-up Responsibilities in the Aftermath of Sexual Assault"
- Appendix 1: Protocol for Responding to Sexual Assault, Responsibilities of the Initial Contact Person – All Cadets, Students, Staff and Faculty
- Appendix 2: Protocol for Responding to Sexual Assault, Responsibilities of the Sexual Assault Response Coordinator (Director of CARE or SAVA)

2. **Sexual Harassment:**

<http://www.citadel.edu/root/images/BOV/Policies/02-president/2-026-sexual-harassment-policy.pdf>, which defines prohibited behavior and the consequences of engaging in it and explains how, and with whom, to file a complaint about sexual harassment. Annexes immediately following the policy include:

- Annex A: Complaint Form
- Annex B: Informal Complaint Procedures
- Annex C: Formal Complaint Procedures
- Annex D: Guidelines for Conducting an Interview with a Complainant

Continued Support to Reporters of Sexual Assault or Harassment

Ensure that you continue to support the complainant after the initial response. Some tips include:

- Accompany student to any follow-up medical or legal appointments
- Check in with the student frequently and remind him/her that you are available at all times for support and guidance
 - Also remind the student that LTC Pickering, Ashley Dudley, and Ms. Shealy are available by phone or email
- Continue to check on the status of living arrangements to ensure the student feels safe
- Check to see how the student is doing in classes
- Recommend counseling for the student

Tips for Victims of Sexual Violence

If you are a victim remember there is no “right way” to react after sexual violence. Only the survivor can decide whom to tell and what steps to take next. Below are a few tips to consider:

Go somewhere safe: Get away from your harasser or attacker as quickly and safely as possible.

Tell someone: If you are comfortable doing so, seek guidance and support from your program director, a friend or relative, or the nearest resource – Embassy, Consulate, or Diplomatic Mission.

Get medical care if sexually assaulted: Have your medical needs attended to at a clinic or medical facility. There may be a facility in the area that has the ability to treat injuries and collect evidence. If you think you might want to pursue a police report, evidence collection is important. Remember:

- Do not bathe, brush your teeth or brush your hair.
- Do not wash anything that used during the incident. Put the unwashed clothes you were wearing, along with unwashed sheets, blankets, or anything else that could be evidence, in a paper bag and take it with you to the medical facility. Do not throw anything away or try to clean up the scene.

Report the incident: Consider whether you would like to make a police report. Your program director and the US Embassy can tell you about local police and legal procedures, as these can often be different from in the U.S. Cultural and social attitudes toward rape and sexual assault victims may vary greatly in different countries. If you choose to report the incident to the police, ask someone to go to the police station with you—many survivors find it helps not to be alone. Remember, only you can decide if you want to take legal action; no one else can make that decision for you. In most countries, you must report the crime before leaving the country if you want it to be investigated. Many countries will not open a criminal investigation upon your departure.