

SHARE Sexual Health, Advocacy
& Relationship Education



Options and Resources
for Reed Employee Victims
of Sexual Misconduct

2019–20 ACADEMIC YEAR



Reed College is committed to supporting and empowering survivors of sexual and relationship violence.

Reed is providing this information in compliance with federal and Oregon state laws and policies. Reed’s Discriminatory Harassment and Sexual Misconduct (DHSM) policy describes in detail prohibited conduct and the college’s processes for resolving alleged violations.

The material in this handbook was up to date at the time of publication, but was printed before Department of Education changes to Title IX (expected in September 2019). Web pages are updated with new information as we improve our processes and new resources become available; please go to reed.edu to find the most current information.

A note on language

The material in this handbook is intended for survivors of all types of interpersonal violence. The DHSM prohibits some behaviors by Reed community members and visitors, including sexual harassment, dating or domestic violence, sexual exploitation, sexual assault, and stalking. The term “interpersonal violence” is used in this handbook to indicate any of these types of harm, as well as other forms of harm that are not expressly prohibited, such as relationship abuse. When a resource or policy applies to a specific type of harm, the term for that harm is used. Regardless of the type of interpersonal violence, and no matter where or when it happened, supportive resources are available.

The handbook is written using survivor-centered language, including the terms “victim,” “survivor,” “offender,” and “perpetrator.” This is in line with best practices for those who have experienced sexual or relationship harm. Official policies and descriptions of processes on the college’s website use different terms to affirm that allegations are investigated and disciplinary processes are conducted without bias toward the complainant or respondent and without presupposition of the facts of an incident. The college uses a preponderance of the evidence standard to determine responsibility for alleged violations of the DHSM policy.

Information and resources for those accused of sexual harassment, sexual assault, sexual exploitation, dating or domestic violence, and stalking are available on the Reed website: reed.edu/sexual_assault/info-for-accused.

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Summary of resources and options

If there is immediate danger or fear that someone might be harmed, please call community safety (503/788-6666) or 911.

Advocacy: Advocates are trained to provide confidential emotional support and important information on options and resources for survivors of interpersonal violence. Call to Safety is a community organization that provides 24-hour crisis advocacy and referral.

Call to Safety (community crisis line): 503/235-5333

Counseling: Survivors employed at least half-time by the college are eligible for up to five free sessions with Cascade Centers through the employee assistance program.

Phone consult: 800/433-2320

Online support: cascadecenters.com/esupport

Medical care: Anyone can receive medical care at a community provider or an emergency room.

Medical forensic exam: Within 120 hours (5 days) of a sexual assault, a forensic examiner may provide medical care and collect physical evidence from the body and clothes of a survivor at a hospital emergency room. A report to law enforcement is not necessary to receive a forensic exam. To receive a forensic exam, go to a hospital emergency room. The forensic exam and kit processing are free although fees for imaging and treatment may apply. The hospital will offer an advocate to all people seeking a forensic exam (ORS 147.404).

Preserving evidence: It is important for survivors to consider saving and documenting evidence (including texts, social media posts, photos of injuries, and physical evidence that the perpetrator may have touched) even if they are not sure that they want to make a report to the college or law enforcement. Should the survivor decide to report, evidence may be useful in establishing that an incident occurred and obtaining a no-contact order from the college, a protective order from the courts, or both.

Reporting to law enforcement: Survivors can report to law enforcement in addition to or instead of the college. If requested by the survivor, community safety will help to make reports. Survivors have the right to decline to notify or speak with law enforcement. In circumstances where there is a serious and continuing safety threat to the campus, the college may make a report to law enforcement regardless of the survivor's wishes.

Reporting to the college: Reports of possible violations of Title IX or the Discriminatory Harassment and Sexual Misconduct policy can be made to the college's Title IX coordinator, deputy Title IX coordinators, community safety, or an obligatory reporter. (See Reporting, p. 10, for a list of obligatory reporters.) Reports made using the online reporting form may be submitted anonymously. When possible, the college will take steps to address the incident described in the report, although any investigation or remediation will be limited by the information available.

Title IX coordinator: Santi Alston; Eliot 108A
503/517-4842; title-ix@reed.edu

Online reporting: reed.edu/sexual_assault/reporting/anon-report.php

Filing a complaint: In addition to filing a report with the college, a complaint may be filed with the appropriate disciplinary body. If there is a finding of responsibility, sanctions may be assigned.

Information: reed.edu/sexual_assault/reporting/complaint.html

Interim measures and protective measures: The SHARE program director or the student life office can help survivors identify interim measures and protective measures that may be available to them such as emergency housing, academic support, deadline extensions, class or work schedule changes, and campus escorts.

Student life office: 503/517-7396; student-life@reed.edu

No-contact orders: No-contact orders may be issued between community members when requested and appropriate; they are intended to be non-punitive and are generally reciprocal. No-contact orders set expectations about intentional efforts to make contact, but do not prevent unintentional or incidental proximity between students (i.e. being in common spaces at the same time). Violations of no-contact orders by either party may be reported to the issuer and may result in disciplinary action. The director of community safety issues no-contact orders.

Director of community safety: Gary Granger; 28 West 121
503/777-7379; grangerg@reed.edu

Protective orders: Court-issued protective orders such as Family Abuse Protection Act Orders, Sexual Abuse Protective Orders, and Stalking Protective Orders may require the respondent to avoid certain areas and types of contact on and off campus. Assistance filing a request for a protective order is available from Multnomah County Victim Assistance;

the Victim Rights Law Center can assist those seeking a Sexual Abuse Protective Order. Reed honors all court-issued protective orders.

Multnomah County Victim Assistance: 503/988-3222

Victim Rights Law Center: 503/274-5477

Civil court remedies: Even if the incident was not reported to law enforcement, survivors may contact an attorney to bring a civil case to recover damages for the harm done to them and to help pay for services that assist in healing.

Crime victim compensation: Survivors who report to law enforcement may be eligible for compensation through the Oregon Crime Victims' Compensation Program for reimbursement of expenses such as medical and counseling expenses and loss of wages.

Oregon Crime Victims' Compensation Program: 503/378-5348

Legal assistance: The college does not provide legal assistance for survivors. Survivors of sexual assault may be eligible for free legal assistance for college investigations, disciplinary hearings, and civil and criminal court proceedings from the Victim Rights Law Center. Free legal assistance in criminal proceedings for survivors of sexual assault, dating or domestic violence, or stalking may be available from the Oregon Crime Victims Law Center.

Oregon Crime Victims Law Center: 503/208-8160

Immigration assistance: Some noncitizen survivors of violent crimes (including sexual assault and dating or domestic violence) may qualify for U-Visas or other immigration relief. Reed provides limited immigration assistance, but is unable to help with U-Visas or immigration relief for students. For assistance, contact the National Immigration Legal Services Directory. Survivors of sexual assault may also contact the Victim Rights Law Center.

National Immigration Legal Services Directory:

immigrationadvocates.org/nonprofit/legaldirectory

Survivors' rights

Under Title IX, federal law, and Oregon state law, survivors have the right to

- talk to anyone about what happened to them;
- refuse to talk to anyone, including police or college officials, and may change their mind at any time;

- be free from any threat of disciplinary action for choosing to participate or not participate in a college’s investigation or disciplinary processes;
- report to law enforcement, the college, or both, and have assistance from the college in making a law enforcement report;
- have someone with them when they talk to law enforcement or community safety investigators;
- in cases of sexual assault, receive a medical forensic examination at a hospital (within 120 hours of the assault) whether or not the survivor reports to law enforcement, which helps keep options open for reporting in the future;
- have an advocate requested by a hospital or law enforcement before a forensic exam is done, and accept or decline the advocate’s services;
- in cases of sexual assault, get a free wellness exam at a hospital, including emergency contraception and sexually transmitted infection prophylaxis if indicated, within seven days (168 hours) of the assault, whether or not evidence is collected or a report is made, and receive up to five counseling sessions paid for by the state’s SAVE fund (these services may also be available through primary care providers);
- file a complaint with the appropriate college disciplinary body, and, if the college brings a complaint, to join it or decline to participate in the process without penalty;
- receive reasonable accommodations to minimize the impact of interpersonal violence on their employment;
- take leave (eligible employees) to attend criminal proceedings (Crime Victims’ Leave: oregon.gov/boli/TA/Pages/FactSheetsFAQs/CrimeVictimsLeave.aspx).

If the employee is a victim of domestic violence, they also have these rights (oregon.gov/boli/CRD/Pages/Victims-of-Domestic-Violence.aspx):

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, or stalking.

- To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee’s minor child or dependent.
- To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking.
- To obtain services from a victim services provider for the eligible employee or the employee’s minor child or dependent.
- To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee’s minor child or dependent.

This list is not intended to be comprehensive. Survivors may have additional rights and may wish to contact a victim services attorney or an advocate for assistance.

Medical care and evidence preservation

MEDICAL CARE

Injuries from interpersonal violence may be treatable at a primary care provider or at an emergency room. Sexual assault survivors may have concerns about unwanted pregnancy or sexually transmitted infections. Emergency contraception is available at many pharmacies without prescription, and a medical provider can write a prescription for prophylactic drugs that can prevent some STIs. These drugs should generally be taken within 72 hours of the incident, but some may be administered later. Survivors interested in these options should contact a medical provider for information.

MEDICAL FORENSIC EXAMS

These exams are for survivors of sexual assault and may include the collection of evidence from their body and clothes. ***Evidence must be collected within 120 hours (5 days) of the incident. If a survivor is considering a forensic exam, it’s best not to shower, change clothes, eat or drink, smoke, or go to the bathroom before the exam.***

An advocate will be requested by hospital staff or law enforcement when a survivor arrives at an emergency room, but the survivor does not have to talk to them.

To collect evidence that may be used in prosecution, a trained nurse examiner will take swabs and samples from the survivor's body and will collect clothes the survivor was wearing during or after the incident. The nurse will also document injuries and coordinate treatment. There is no cost for the exam, but there may be costs for lab tests, imaging, prescriptions, and treatment for injuries.

Even if the survivor does not want evidence collected, the nurse examiner can provide medical care within seven days (168 hours) of the incident and, if indicated, offer emergency contraception and medications that can prevent some sexually transmitted infections from developing. The nurse can also help the survivor complete an application for up to five sessions of counseling which will be paid for by the state of Oregon.

In Multnomah County, where Reed is located, exams are conducted in hospital emergency rooms. Call to Safety can arrange a ride to the hospital at no cost to the survivor. An advocate or friend can accompany the survivor.

It is not necessary to report to law enforcement in order to receive an exam; the survivor can have the evidence collected and decide later whether to report. All kits will be held a minimum of 60 years.

PRESERVING EVIDENCE

Even if a survivor is not sure whether they want to report to the college or law enforcement, preserving evidence keeps those options open for the future. Evidence in cases of interpersonal violence might include the following:

- Notes, emails, texts, and voicemails to or about the survivor
- Screenshots of social media posts
- Photographs of any injuries (including bruises, scratches, etc.)
- Clothing and bedding
- Items that the perpetrator touched or damaged

Reporting

Reports of sexual harassment, nonconsensual sexual contact, sexual assault, dating or domestic violence, sexual exploitation, stalking, and other violations of the Discriminatory Harassment and Sexual Misconduct (DHSM) policy can be made to the Title IX coordinator, deputy Title IX coordinators, community safety, or an obligatory reporter. Any Reed community member, parent or family member, or legitimate user of Reed College facilities or programs—not just the target(s) of the alleged violation—may make a report. The college will investigate all reports and take appropriate steps to keep community members safe and prevent the incident from recurring. Even if the behavior is determined not to violate the DHSM policy, support and resources are available.

All reports will be investigated to the extent possible based on available information. Not all reports will result in disciplinary proceedings.

ANONYMOUS REPORTING

The online report form on Reed's website can be submitted without including the name of the person completing it.

OBLIGATORY REPORTING

Some Reed employees must share all information they receive about bullying, sexual harassment, nonconsensual sexual contact, sexual assault, dating or domestic violence, sexual exploitation, or stalking with the Title IX coordinator or the deputy Title IX coordinators, even if the survivor does not want them to do so. The survivor does not have to participate in any subsequent investigation or even respond to emails from college staff if they do not want to.

The college has designated people in these positions as obligated reporters:

- Members of the faculty
- President and vice presidents
- Supervisors of Reed staff
- Community safety staff
- Most employees of student life, except student workers, health & counseling services staff, and the SHARE (Sexual Health, Advocacy & Relationship Education) program director

- Members of the adjudicating boards
- House advisers

REPORTING TO LAW ENFORCEMENT

Survivors have the option to report nonconsensual sexual contact, sexual assault, dating or domestic violence, non-consensual image sharing, and stalking to law enforcement (police) instead of or in addition to the college. Community safety staff can facilitate the process and may coordinate with law enforcement to conduct the interview on campus.

Survivors do not have to talk to law enforcement and can change their minds at any time. They have the right to have an advocate or ally with them when talking to law enforcement.

If the survivor does not contact law enforcement, the college may make a report to law enforcement regardless of the survivor's wishes if it believes there is a serious and continuing safety threat to the campus community. In such cases, staff will make a good faith effort to protect survivors' privacy to the extent they are able.

After an investigation, law enforcement may or may not refer the report to the District Attorney's office for prosecution. If the case is referred, the District Attorney will decide whether to file charges. Survivor information is generally not publicly disclosed.

Law enforcement and prosecutors represent the government's interests. A survivor may want to contact a victim rights attorney for information and support.

CHILD ABUSE MANDATORY REPORTING

Oregon law requires most employees of the college, including student workers, to immediately report suspected sexual or physical abuse or neglect of any person under 18 years of age to law enforcement or the Department of Human Services. If a person 18 years of age or older reports abuse done to them as a minor, a report is not necessary. If a minor survivor does not wish to have their experience of abuse or neglect as a minor reported, they may contact staff at the HCC for information on counselors and healthcare providers who are exempt from mandatory reporting.

Advocates in community agencies such as Call to Safety are generally not mandated child abuse reporters.

Reports must be made for all situations of which the employee becomes aware, even if they are not at work. The mandatory reporting of abuse or neglect of children is a 24-hour obligation.

It is the employee's responsibility to report to the Oregon Department of Human Services or law enforcement. Reports must be made to the college only if the minor or the abuser is affiliated with Reed.

Notice for J-1 Visa Holders: *the US State Department requires the college's Responsible Officer (RO) and Alternate Responsible Officer (ARO) to report incidents or allegations involving sexual exploitation, harassment, or abuse as well as incidents in which law enforcement has been involved. For more information, please contact the international student services program directory or the director of international programs. Alternatively, visit the state department website: j1visa.state.gov.*

Privacy, confidentiality, and privilege

Survivors have the right to decline to share personal information with the college and to refuse to participate in investigations or disciplinary processes.

When a report is made, the college will protect the survivor's privacy as much as possible, but may share information, including identifying information, with third parties as needed to provide necessary interim measures, protective measures, and/or address safety risks. Only information that is necessary to provide the requested relief and/or address safety concerns in a timely manner will be disclosed. Whenever possible, survivors will be told which information will be shared, with whom, and why. When practical, they will be notified before their information is shared.

Information received by obligatory reporters may become part of an employee's record and generally can be subpoenaed. If staff or faculty are named parties in a report, the Title IX coordinator may consult with the appropriate vice president to determine what information must be disclosed and to whom.

Incidents of sexual assault, dating and domestic violence, and stalking are aggregated for the Annual Security Report and other college publications and do not include information that could identify the parties involved.

Confidentiality is an ethical or legal duty to protect information that someone else has shared. Certified advocates employed by community or cam-

pus victim service programs are required by Oregon law to keep confidential information shared with them unless the survivor gives permission for it to be shared, if there is concern that the survivor may harm someone, or if there is concern about abuse or neglect of a minor. Counselors may also be permitted to share information if there is concern about self-harm.

Information that counselors and advocates must generally keep confidential includes a survivor's identity and the care they receive, with the following exceptions: as necessary to provide requested services to the survivor; for defense in any civil, criminal, or administrative action brought against the advocate or counselor, or their agency, by or on behalf of the survivor; or to comply with an order from a court of law.

Privilege is a legal rule that most subpoenas and court orders cannot compel disclosure of confidential information shared between a confidential advocate or counselor and the survivor. In some instances, a judge may issue a court order to compel disclosure.

CONFIDENTIALITY & THE DISCIPLINARY PROCESS

No restrictions are placed on sharing information to aid complainants and respondents in honorably developing their cases (identifying witnesses, seeking evidence, and developing their testimony) or when receiving support from advisers or confidential resources. If a complainant or respondent believes they need to contact an individual with whom they have a no-contact order, they should first contact the Title IX Investigator or Title IX Coordinator to determine how information can be accessed without violating the order. After final notification of the outcome of a disciplinary case, both the complainant and the respondent may release three pieces of information:

1. The name of the respondent
2. The college's final determination of any responsibility for violation of Title IX, the Discriminatory Harassment and Sexual Misconduct (DHSM) policy, and any violation of the Honor Principle
3. Any sanction imposed against the respondent

Title IX and DHSM investigations

The DHSM policy includes definitions of and prohibitions against sexual harassment, sexual assault, dating or domestic violence, sexual exploitation, and stalking. When the college receives a report of those behaviors,

it must always initiate an investigation, even if the survivor does not wish to participate. An investigation will not always result in a disciplinary complaint. (Information on filing disciplinary complaints is in the following section.) All reports of potential violations of the DHSM policy are investigated fairly and impartially. Investigative findings are made using a preponderance of the evidence standard. Interim measures, protective measures, and remedies may be available to survivors before an investigation is completed.

Information in this document is summarized from Reed's Title IX web page; please refer to reed.edu/title-ix for more information.

RETALIATION IS PROHIBITED

Any attempted or actual retaliation in response to a reported DHSM violation is strictly prohibited and may result in discipline up to and including discharge for staff or faculty and suspension or expulsion for students.

HOW TO MAKE A REPORT

Reports of sexual harassment, sexual assault, dating or domestic violence, sexual exploitation, and stalking, or other DHSM violations can be made to the Title IX coordinator, the dean of the faculty, the director of human resources, community safety staff, or any other obligatory reporter. These reports can be made verbally (either in person or by phone) or in writing (either on paper or electronically).

In the case of a report against a vice president, the dean of the faculty, or the director of human resources, the report may be made to the president.

In the case of a report against the president, the report may be made to the chairman of the board of trustees. In most cases, when a student is the respondent, community safety staff will conduct the investigation. The dean of the faculty or Committee on Advancement and Tenure (CAT) generally investigates reports when a faculty member is the respondent, and the director of human resources usually investigates reports when a staff member is the respondent.

Reports of sexual harassment and gender discrimination may also be filed directly with the US Department of Education Office of Civil Rights (OCR) by phone, by mail or fax, by email, or using the OCR's electronic complaint form. The following information should be included:

- The complainant’s name, address and, if possible (although not required), a telephone number where the complainant may be reached during business hours
- Information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required)
- The name and location (city and state) of the institution that committed the alleged discriminatory act(s)
- A description of the alleged discriminatory act(s) in sufficient detail to enable the OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination

PROCESS OF COLLEGE INVESTIGATION

The appropriate investigative process is determined by the Reed affiliation of the respondent.

When the respondent is a student: In accordance with the college’s established judicial board process, students are not required to participate in Title IX investigations or any resulting disciplinary proceedings. The “alleged target” and “alleged perpetrator” will be notified that an investigation has been opened. The investigator (usually a community safety investigator) will request their participation in the investigation. All relevant information provided by the complainant and respondent will be given to the other party.

Complainants and respondents may present their own evidence and witnesses. The investigation will normally consist of interviews with those named in the report, with witnesses and others who may have relevant knowledge, and a review of pertinent documentation or other evidence. The scope of the investigation may be limited by the information available. During the investigation, either the complainant or the respondent may request interim measures and protective measures. If these are available and do not negatively impact anyone else, they may be provided.

After considering all relevant information, the investigator will prepare a summary report. The report is given to the Title IX coordinator and to the subjects of the report. The subjects have the right to file an appeal with the Title IX coordinator if they disagree with the results or any actions taken to resolve the issue. No formal sanctions are assigned to students solely on the basis of Title IX or DHSM investigations, although interim measures may be taken. Complainants and respondents may appeal such interim measures if they feel they are excessively disruptive to their educational experience.

When the respondent is a faculty member: A report may be made directly to the dean of the faculty or forwarded to the dean by the Title IX coordinator, director of human resources, or community safety. In most cases, the dean of the faculty will investigate the report. The purpose of the investigation is to establish whether or not there is sufficient evidence to suggest that sexual harassment or misconduct has occurred. If the dean of the faculty (or designee) concludes on the basis of the investigation that sexual harassment or misconduct has occurred, the respondent can accept the finding and any sanctions it imposes or another resolution can be reached between the respondent, the complainant, and the dean of the faculty. But if no resolution is reached, the case is passed on to the Chair of the Grievance Review Panel or to the Committee on Advancement and Tenure to initiate a formal hearing.

When the respondent is a staff member: A report may be made directly to the director of human resources or forwarded to the director by the Title IX coordinator, dean of the faculty, or community safety. Investigations will normally be conducted by the director of human resources. After the investigation is completed, an investigative summary will be given to the Title IX coordinator and to the appropriate vice president and supervisor.

Upon receiving the investigative summary the involved parties may consider the issue resolved or may wish to resolve the issue through an informal resolution process (except in cases involving a report of sexual assault or dating and domestic violence, which cannot be resolved by an informal resolution process). If the issue is not resolved, or there is no informal resolution process, then the appropriate vice president, the president, or chairman of the board of trustees will determine whether additional action, including discipline up to and including discharge, is required. A letter from the appropriate vice president, the president, or the chairman will be given to the alleged perpetrator stating any action to be taken.

Disciplinary processes

Anyone affiliated with Reed can file a complaint of violation of the DHSM policy with the appropriate disciplinary body at any time. If the college determines that there is a serious and continuing safety threat, or that appropriate measures are only possible as outcomes of a judicial process, the college may file a complaint, even if the survivor does not wish to do so.

Mediation is not appropriate for and will not be used in cases involving allegations of sexual assault, domestic or dating violence, sexual exploitation or stalking.

The appropriate disciplinary board to hear a case is determined by the Reed affiliation of the respondent. When a student is the respondent, the case will be heard by the Title IX Board. The Grievance Hearing Board or Committee on Tenure (CT) generally hears cases when a faculty member is the respondent. When a staff member is the respondent, the appropriate vice president will receive the investigative summary from the director of human resources and decide if further action is necessary.

In all disciplinary processes, decisions are made using a preponderance of the evidence standard. Cases are intended to be resolved in a timely manner, but this may vary depending on the complexity of the case and any appeals. All disciplinary processes are conducted fairly and impartially. “Complainant” is the term used for the person targeted by the misconduct and “respondent” is the term used for the person accused of the misconduct. Complainants and respondents are notified of decisions and any sanctions. After they receive the notification, the complainant and respondent may disclose the name of the respondent, the college’s determination, and any sanctions. When an appeal is available, it is equally available to complainants and respondents. Outcomes are final after final appeals are resolved, or the appeal period has ended.

Interim measures and remedies may be available to complainants or respondents before cases are completed. Either party may appeal such measures if they feel they are excessively disruptive to their educational experience or work.

The following are summaries of the disciplinary processes; please see the Reed website for more complete information and for information about cases heard by other Boards.

STUDENT RESPONDENTS

Disciplinary cases with student respondents are filed with the chair of the Title IX Board. Hearings are conducted by the hearing facilitator and a hearing board of five members of the Title IX Board. The Board submits its findings and any recommendations for sanctions to the vice president for student life (or designee). The final decision, including any sanctions, is made by the vice president for student life (or designee). In all proceedings, the complainant and respondent may be accompanied by an

adviser (who may be an attorney or other non-community member) and/or a second (who must be a community member).

FACULTY RESPONDENTS

Procedures for resolving complaints when a faculty member is accused of sexual harassment or misconduct are summarized here. The complete procedures may be found in the faculty handbook, VI. Grievance Procedures, sections J, K, and L (reed.edu/dean_of_faculty/handbook). Sexual misconduct is defined in the faculty handbook as sexual violence, unwelcome sexual advance, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. For all types of complaints, interim measures may be taken if deemed necessary to protect the complainant's ability to participate in college activities. In all proceedings, the complainant and respondent may be accompanied by legal counsel and up to two advisers from the college community.

FORMAL COMPLAINTS AGAINST FACULTY (SECTION J-2 OF FACULTY HANDBOOK)

A formal complaint of sexual harassment or misconduct by a faculty member may be filed with the dean of the faculty or the chair of the Grievance Review Panel (GRP). In most cases, the dean of the faculty or their designee will investigate. The investigator will prepare a report with findings of whether it is more likely than not that the harassment or misconduct occurred and may recommend sanctions. If the finding is that the harassment or misconduct occurred, the complainant and respondent will be notified and given information about how to file an appeal with the president of the college.

The respondent may accept the finding of facts and sanctions, and the matter ends. Alternatively, the respondent may work with the complainant and dean to find another resolution. If no resolution can be agreed upon, the dean will forward the case to a hearing board.

If no resolution is agreed on and the recommended sanction does not include suspension or termination, the case goes to the Grievance Review Panel (GRP) and the procedures of Section K of the faculty handbook will be followed.

If no resolution is agreed on and the recommended sanction includes suspension or termination, the dean of the faculty and the Committee

on Advancement and Tenure (CAT) decide whether to change the sanctions to less than suspension or termination. If they change the sanctions, the case goes to the Grievance Review Panel (GRP), and the procedures of Section K of the faculty handbook will be followed. If they continue to recommend suspension or termination, the case goes to the Committee on Tenure (CT), and the procedures of Section L of the faculty handbook will be followed.

REPORT WITHOUT A FORMAL COMPLAINT AGAINST FACULTY (SECTION J-3 OF FACULTY HANDBOOK)

If there is a report but no formal complaint, the dean of the faculty and the Committee on Advancement and Tenure (CAT) will consider whether, if the allegations in the report are true, they would recommend that the procedures of Section K should be followed. If they decide that they would make that recommendation, the dean and CAT will begin an investigation.

When an investigation is begun, the respondent is notified and may submit a response. The investigator(s) will submit a report of their findings. If it is determined that sexual misconduct or harassment probably did not occur, the dean will notify the respondent and any potential complainant. If it is concluded that it is more likely than not that the behavior did happen, the respondent, dean of the faculty, and CAT will try to find a resolution, which may include sanctions. Any sanctions will be disclosed to a potential complainant if they directly relate to their participation in college programs.

If the respondent, dean, and CAT do not find a resolution, they will forward the case to the appropriate hearing board: the Grievance Review Panel if suspension or termination is not recommended (Section K of the faculty handbook), or the Committee on Tenure if suspension or termination is recommended (Section L of the faculty handbook).

HEARINGS WHEN SANCTIONS ARE LESS THAN SUSPENSION OR TERMINATION (SECTION K OF THE FACULTY HANDBOOK)

The chair of the Grievance Review Panel receives complaints from the dean of the faculty, the Committee on Advancement and Tenure (CAT), or any college community member who thinks the dean of the faculty has a conflict of interest. The chair will form a Grievance Hearing Board (GHB).

The GHB will conduct an investigation. There are three possible outcomes of the investigation: the GHB may dismiss the complaint if they believe it is without merit (the complainant may file an appeal with the Appeals and Review Committee); if they believe that the complaint could result in sanctions of suspension or termination, they will send it to CAT for implementation of the procedures in Section L of the faculty handbook; or they will decide to complete their investigation and set a hearing.

The respondent and complainant will be notified and may appear before the GHB (accommodations may be made so that the parties do not have to be in each other's presence). The parties may be accompanied by an attorney and up to two advisers from the college community.

The GHB will notify the complainant, respondent, and dean of the faculty (or president) of its decision. It may decide to dismiss the case or find that sexual harassment or misconduct occurred. If it finds that the behavior occurred, it will recommend sanctions and notify the respondent, dean, and president of the college. The president may accept or change the sanctions. After the president's review, the respondent and complainant will be notified.

Either party may file an appeal with the Appeals and Review Committee. If the committee upholds the appeal, it will refer the case back to the GHB for reconsideration.

HEARINGS WHEN POSSIBLE SANCTIONS ARE SUSPENSION OR TERMINATION (SECTION L OF THE FACULTY HANDBOOK)

This procedure will be used when there has been a finding that sexual harassment or misconduct occurred and the recommended sanctions include suspension or termination. It is used only after the processes outlined in sections J-2, J-3, or K of the faculty handbook have been completed.

The dean of the faculty or the Committee on Advancement and Tenure (CAT) files a formal complaint with the Committee on Tenure (CT). The CT appoints an Investigating Committee (IC), which reviews prior documents, sets a hearing, and invites the respondent, complainant, and any witnesses. The president of the college or their designee also attends any hearings. The IC makes its decision on a preponderance of the evidence standard and prepares a report. The complainant, respondent, president, CAT, and the Title IX coordinator are notified of the decision.

The IC may find that there is no cause for suspension or termination. In that case, it may recommend that no further action be taken or recommend other sanctions. The IC may also recommend suspension or termination of the respondent. The IC's report and recommendations are forwarded to the president of the college. The respondent and complainant may submit statements to the president. The president reviews and accepts or rejects the findings. The president, respondent, or complainant may request a review and recommendation of the IC's findings from the Appeals and Review Committee. If the president recommends suspension or termination, they will send the case file to the board of trustees, which will allow the principals a chance to appeal. The board may decide to uphold the suspension or termination, or may return the case to the IC for reconsideration. The board's final decision will be for or against suspension or termination.

STAFF RESPONDENTS

Complaints against staff will normally be investigated by the director of human resources; the Title IX Coordinator may assign a different investigator. The complainant may ask to remain unknown to the respondent, and the college will attempt to honor the request when possible.

The investigation will be appropriate to the circumstances of the report and will normally consist of a review of pertinent documentation or other evidence and interviews with the subjects of the report, witnesses, and others who may have relevant knowledge.

INVESTIGATIVE SUMMARY

At the conclusion of the investigation, the investigator or other designated person will prepare an investigative summary. The investigative summary will be given to the Title IX coordinator and to the appropriate vice president and supervisor when the alleged perpetrator is an employee.

Staff complainants and respondents will receive a summary letter from the Title IX Coordinator. In the event that the alleged perpetrator is a vice president, the dean of the faculty, or the director of human resources, the investigative summary will be given to the president of the college. In the event that the alleged perpetrator is the president of the college, the investigative summary will be given to the chairman of the board of trustees.

RESPONSE TO INVESTIGATIVE SUMMARY

Upon receiving the investigative summary, the involved parties may consider the issue resolved, or may wish to pursue further resolution through informal means (except in cases involving a report of sexual assault or dating and domestic violence, which cannot be resolved by an informal resolution process).

When the respondent is a staff member, any additional action necessary for resolution, including discipline up to and including discharge, will be determined by the appropriate vice president, the president, or chairman of the board of trustees. A letter from the appropriate vice president, the president, or the chairman will be given to the alleged perpetrator stating any action to be taken.

APPEAL PROCESS

Both subjects of the Title IX report, i.e. the complainant and respondent, have the right to file an appeal if there is disagreement with the Title IX Coordinator's letter of findings. An appeal must be filed in writing by email or letter and must state why they believe the results and conclusion are unsatisfactory.

When the respondent is a staff member, either party may file an appeal with the president within seven (7) working days of the date of the letter of response to the alleged perpetrator, stating why the alleged target or alleged respondent seeking appeal believes the results and conclusion are unsatisfactory. The president will review the record and investigate further if deemed necessary. The president will make a decision and that decision will be final and binding on all parties.

When the respondent is a vice president, the director of human resources, or the dean of faculty, the appeal must be filed with the chairman of the board of trustees within seven (7) working days of the letter of response to the alleged perpetrator, stating why the alleged perpetrator or alleged target seeking appeal believes the results and conclusion are unsatisfactory. The chairman will review the record and investigate further if deemed necessary. The chairman will make a decision and that decision will be final and binding on all parties.

When the respondent is the president, the appeal must be filed with the executive committee of the Board of Trustees within seven (7) working days of the letter of response to the alleged perpetrator, stating why the alleged

perpetrator or alleged target seeking appeal believes the results and conclusion are unsatisfactory. The executive committee will review the record and investigate further if deemed necessary. The executive committee will make a decision and that decision will be final and binding on all parties.

Possible sanctions for Title IX or DHSM violations

Sanctions are determined on an individual basis. This list was complete at the time of publication of this handbook; please check the Title IX web page for updates.

POSSIBLE SANCTIONS FOR STUDENT RESPONDENTS

- Expulsion
- Suspension
- Community service
- Full exclusion from campus and all college-affiliated events
- Limited exclusion from campus
- Meetings with the vice president for student life (or designees)
- Health and counseling center meetings
- Alcohol and other drug use assessments or other therapeutic interventions
- Consultation with other members of the community
- Educational programs
- Coursework at an external institution
- Apologies
- Behavioral expectations contract
- Reflection essays
- Financial restitution
- Disciplinary probation
- Information released outside the college
- Loss of alumni privileges
- Restriction and/or hold on transcripts, registration, and receipt of diploma until sanctions have been completed

- No-contact orders
- Room inspection/search
- Removal from Reed-owned housing
- Restrictions related to living in or accessing Reed-owned housing
- Restrictions or removal related to on-campus student employment, appointed/volunteer positions, or participation in college organizations or events

POSSIBLE SANCTIONS FOR FACULTY AND STAFF RESPONDENTS

- Required training or counseling
- Behavioral contracts
- Contact or campus access restrictions
- Being held at rank
- Loss of salary
- Removal or non-renewal of honors
- Improvement plans
- Written warnings
- Final warnings
- Demotion
- Change in duties
- Reassignment
- Suspension
- Termination
- Other corrective or disciplinary measures that might bring resolution to the matter

Interim measures and protective measures

The college may provide interim measures and protective measures if a survivor of interpersonal violence requests them and if they are reasonably available. Some may be available without a report of a DHSM violation, or before an open investigation is completed. The college will make a reasonable effort to minimize the impact of interim measures and protective measures on all parties equally. A report to

law enforcement is not necessary to receive these interim measures and protective measures.

In order to provide interim measures or protective measures, it may be necessary to disclose the names of the survivor and respondent, but the college will protect the privacy of all parties as much as is practicable.

This is a list of some interim measures and protective measures available to employee survivors. Other accommodations may be made on a case-by-case basis. Decisions about the accommodations are made by the Title IX coordinator in consultation with the director of human resources.

- No-contact orders between two members of the Reed community may be requested from the Title IX coordinator or the director of community safety. If the no-contact order involves a staff person or faculty member, the Title IX coordinator will consult with the director of human resources or the dean of faculty as appropriate. No-contact orders are intended to be non-punitive and are generally reciprocal.
- Anyone can request an on-campus safety escort from community safety.
- Protective orders may be issued by courts for survivors of sexual assault, domestic violence, and stalking. Protective orders may require the respondent to stay away from specific places or to avoid certain types of contact. If the respondent violates the protective order, they may be subject to criminal penalty. Reed honors all court-issued protective orders; copies should be submitted to the director of community safety, who will coordinate implementation with the appropriate divisions.
- Survivors of any crime who have reported to law enforcement may be eligible for some financial assistance from the Oregon Crime Victims' Compensation Program.
- Oregon law allows for reasonable employment leave for victims of domestic violence, sexual assault, criminal harassment or stalking, and for the parent or guardian of a minor child or dependent who is a victim of such acts. To apply, a completed leave of absence form (available on the Reed website) and documentation must be submitted to human resources.
- If the survivor and accused are employed on campus, the human resources office can work with campus employers to minimize the possibility that employment will put the parties in contact.

Survivors may have additional rights under Oregon law; see the Oregon Department of Justice’s Victims Rights page for more information.

Legal and immigration assistance

LEGAL ASSISTANCE

Survivors may wish to seek legal counsel to ensure that their rights are protected in administrative, civil, and criminal proceedings. The college does not provide legal assistance. Survivors may consult a private attorney or an agency that offers free or low-cost services for survivors. The Victim Rights Law Center provides free legal assistance to survivors of sexual assault in criminal and college proceedings. The Oregon Crime Victims Law Center provides free criminal legal assistance to survivors of sexual assault, dating or domestic violence, and stalking. Some civil legal assistance may also be available from these organizations.

Survivors may want to consult an attorney for representation or advice about

- obtaining protective orders for sexual assault, dating or domestic violence, or stalking;
- acting as an adviser during college investigative or disciplinary proceedings;
- initiating civil proceedings for relief and compensation;
- representation when breaking a rental contract under Oregon Revised Statute ORS §90.453;
- confidential name change;
- assessing eligibility and applying for state compensation for victims of crime for reimbursement of some expenses incurred by survivors, including medical and counseling expenses and loss of wages.

More information on survivors’ legal rights may be found on the Oregon Crime Victims Law Center website.

ADDRESS CONFIDENTIALITY PROGRAM AND CONFIDENTIAL NAME CHANGE

Survivors of sexual assault, dating or domestic violence, human trafficking, or stalking may be eligible for the Oregon Address Confidentiality Program (ACP), which helps them to protect their physical address information by providing them with a substitute address for mail and

other government services. The SHARE program director is a certified ACP application assistant. Call to Safety, Victims Rights Law Center, and the Oregon Crime Victims Law Center can also provide information and application assistance.

Participants in the ACP may also be eligible for a confidential name change. An attorney can assist in filing the legal paperwork necessary for a waiver for public notice of name change and sealing of case records. Neither of these programs can guarantee the confidentiality or safety of participants. Survivors who are interested in these options are encouraged to discuss them with an advocate, counselor, or victim rights attorney.

PROTECTIVE ORDERS

In Oregon, county courts issue different protective orders for sexual assault, dating or domestic violence (family abuse), and stalking. It is not necessary to file a police report to apply for a protective order, but violations of the order should be reported to law enforcement. Reed honors all court-issued protective orders.

Free assistance in applying for protective orders may be available from the Oregon Crime Victims Law Center, from Multnomah County advocates in the county courthouse, or from volunteers at the Gateway Center. The Victim Rights Law Center can also assist survivors of sexual assault in applying for and obtaining Sexual Abuse Protective Orders. There is no fee for filing for an order nor for service of notice to the respondent. Survivors interested in obtaining a protective order may want to consider contacting an attorney to ensure that their rights are protected. The order is not valid until the respondent has been served. The respondent may contest an order if, for example, they believe it is unnecessary or unfairly restrictive. If the protective order is contested, a hearing will be held.

IMMIGRATION ASSISTANCE

Some immigration relief may be available to noncitizen survivors of violent crimes (including sexual assault and domestic violence). Reed provides limited immigration assistance, but is unable to help with immigration relief for survivors. In addition to the Victim Rights Law Center and the Oregon Crime Victims Law Center, survivors can find information on nonprofit organizations that provide free or low-cost immigration legal services in the National Immigration Legal Services Directory.

Survivors of specific types of crime may qualify for temporary T-visas or U-visas under certain conditions. The crime must be reported to law enforcement, and the survivor must cooperate fully with investigation and prosecution. It is not necessary that a conviction be obtained in order for the survivor to qualify. Other conditions apply, and survivors should contact a victim rights or immigration attorney for more information.

Definitions from the Discriminatory Harassment and Sexual Misconduct (DHSM) policy

The following definitions of sexual harassment, sexual assault, relationship abuse, dating violence, domestic violence, and stalking are taken from the DHSM. They are partially excerpted here for the reader's convenience and should not be used to definitively identify prohibited behaviors.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome conduct of a sexual nature. It can take many forms and includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct of a sexual nature—including any sexual advance—is unwelcome if the recipient did not request or invite it and if a reasonable person would regard the conduct as inappropriate or offensive. All instances of sexual harassment are detrimental to our community and may be violations of the Honor Principle.

Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Sexual harassment is both unlawful and violates [the DHSM] if it creates a hostile environment. Harassment creates a hostile environment if it is sufficiently severe, persistent, or pervasive that it either (1) denies, interferes with, or limits a person's ability to participate in or benefit from the college's programs or activities; or (2) creates a learning, working, or living environment that a reasonable person would consider intimidating, hostile, or offensive.

A single severe incident of sexual harassment may create a hostile environment. Harassment in which submission to conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in any program (quid pro quo harassment) is unlawful and is a violation of this policy.

SEXUAL ASSAULT

Sexual assault is defined in [the DHSM] as non-consensual sexual contact or non-consensual sexual intercourse.

[Consent is] conscious, relevantly informed, and fully voluntary agreement to, or permission for, an act. The following points should be emphasized: To consent is to actively agree to, or actively give permission for, something. Consent should never be assumed, but must be actively obtained by all parties. [C]onsent can be communicated nonverbally . . . To consent is not to be in a passive state.

- Silence or inaction do not, in and of themselves, communicate consent. The absence of an explicit denial of consent does not constitute consent.
- Consent to one form of sexual activity does not by itself constitute consent to any further sexual activity.
- A person can remove consent to an ongoing activity at any time during that activity, or thereafter for subsequent activity.
- Previous or ongoing sexual relationships or encounters do not in and of themselves constitute consent to any subsequent sexual acts.
- Consent cannot be forced or coerced; agreement or permission due to duress, coercion, threat, implied threat, or intimidation does not constitute consent.
- A person who is asleep, or physically or mentally incapacitated—whose judgment is seriously impaired by alcohol, other drugs, or other factors, such as lack of sleep—cannot give consent.
- Intoxication or impairment by alcohol or other drugs, or any other mental impairment, of the person initiating the unwanted contact is not a defense... and does not diminish one's responsibility to obtain consent before sexual contact...
- Oregon state law considers persons under the age of 18 to be incapable of consent to sexual activity (ORS §163.315). If lack of consent is due only to the age of the parties, and consent is otherwise present, it may be a defense to violation of [the DHSM] and certain crimes under Oregon law (ORS §163.345) when there is less than three years' age difference between the parties.

RELATIONSHIP ABUSE

Relationship abuse is defined as coercive, manipulative, abusive, and/or violent behavior on the part of the abusive partner in a personal, intimate relationship.

Relationship abuse is directed primarily against a person who is or has been involved in a sexual, dating, domestic or other emotionally, romantically, and/or physically intimate relationship with the respondent, although the abuse may be directed toward the family members, friends, pets, or property of the targeted partner. Relationship abuse can encompass a broad range of behavior, including but not limited to coercive, abusive, or violent behaviors that are physical, sexual, psychological, verbal, economic, and/or emotional in nature. The behaviors generally form an ongoing pattern of behavior, although one severe instance of physical or sexual abuse may be sufficient to establish relationship abuse.

Examples of relationship abuse may include

- emotional or verbal abuse: words and/or actions used to manipulate or denigrate the targeted partner(s);
- threats and intimidation: coercion and manipulation, including threats of self-harm, used to compel the target to behave as directed; exhibiting extreme possessiveness or jealousy to control or compel the targeted partner(s) behavior; threatening to share information which could damage the target's reputation or relationships with others; threatening to harm the target's family, friends, pets, or property; threatening the target with physical or sexual harm;
- isolation and restriction of freedom: isolating or confining the target for a substantial period of time; repeatedly depriving the target of personal freedom of movement or access to friends, family, or support systems;
- resource restriction or economic abuse: forcible or coercive denial of use or access to owned or shared assets, or limiting or controlling access to education or work; words and/or actions aimed at manipulating the financial or legal situation of the target;
- harm to property or pets: attempting to cause or causing damage or injury to property owned or controlled by the target or the target's pets; interfering with the target's access to property they own or control, or their pets.

[Types of relationship abuse that are not physical or sexual, and are not stalking, are not prohibited by the DHSM, but may be honor violations. A formal complaint of relationship abuse between Reed community members may be heard by the appropriate disciplinary board.]

DATING VIOLENCE

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the target. It includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

DOMESTIC VIOLENCE

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the target, or by a person who is cohabitating with or has cohabitated with the target as a spouse or intimate partner; or by a person with whom the target shares a child in common; or a family or household member as defined by ORS §135.230.

Dating violence and domestic violence are prohibited by the DHSM.

STALKING

Stalking is engaging in two or more acts targeting a specific person that would cause a reasonable person to feel apprehension for the target's safety or the safety of others or cause a reasonable person to suffer substantial emotional distress. Those acts may include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property or pets.

For purposes of this definition, substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is prohibited by the DHSM.

[Stalking may occur between people who know each other, or the stalker may be a stranger to the target. Because stalking can be extremely dangerous, people who suspect stalking is occurring are encouraged to seek information and assistance from law enforcement, community safety, an advocate, or a counselor.]

SEXUAL EXPLOITATION

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another person for their own advantage or benefit, or for the benefit or advantage of anyone else. Sexual exploitation includes but is not limited to

- non-consensual video or audio-recording of sexual activity, or allowing a third party to observe consensual sex without all parties' knowledge of and consent to that observation;
- sharing, without consent, sexually explicit images of another person (including sharing images obtained consensually but shared without consent of the person(s) in the image);
- obtaining, owning, or sharing sexually explicit images of a person under the age of 18;
- engaging in watching or otherwise recording a person in the state of nudity without their consent when that person is in a place where they would have a reasonable expectation of privacy;
- non-consensual exposure of one's genitals to a person or inducing another to engage in such exposure, or other acts of nudity, when these acts interfere with or limit the viewer's ability to participate in or benefit from the College's programs and activities.

Sexual exploitation is prohibited by this policy.

PROHIBITED AND INAPPROPRIATE CONSENSUAL RELATIONSHIPS

Romantic or sexual relationships that might be appropriate in other contexts may be inappropriate within the college community.

Relationships between students and faculty or staff: Because those who teach are entrusted with guiding students, judging their work, giving grades for courses and papers, and recommending students, instructors are in a particularly delicate relationship of trust and power. This relationship must not be jeopardized by possible doubt of intent, fairness of professional judgment, or the appearance to other students of favoritism. Students must be free from the kind of influence that can interfere with education and development. Similarly, staff members are in a position to influence or affect students' educational experienc-

es and are charged with the responsibility of assisting or protecting students. It is therefore a violation of this policy for faculty and staff to have romantic or sexual relationships with students.

There are limited circumstances under which it is appropriate for the college to grant exceptions to this prohibition; for example, when the spouse or established partner of a faculty or staff member enrolls as a student. The parties must disclose the relationship to the Title IX coordinator (or designee thereof) to seek such an exception.

Other relationships: Sensitivity to possible conflicts of interest, or to misuse of power, is necessary in cases of other romantic or sexual relationships in which one partner is in a position of power or authority over another. Such relationships are strongly discouraged. Individuals in such relationships must consult with an appropriate office (Human Resources for faculty and staff; the Vice President of Student Life for students) in order to identify and minimize potential conflicts. Power imbalance can occur in romantic or sexual relationships between faculty and staff, or within the faculty, staff, or student body.

Consideration of Prior Consensual Relationship in Complaint Procedures: Members of the community are reminded that the existence of a prior consensual relationship is not, in and of itself, a defense to a complaint of inappropriate conduct or violations of Reed policy. Romantic or sexual relationships may be consensual at the outset, but consent may be withdrawn at any time. Any complaint will be evaluated based on its entire context including the nature of the relationship at the time of the conduct in question.

Information for friends and allies of survivors

Most survivors disclose to a friend first, and many say that what helped them most in their healing process was the unconditional support of a friend. Survivors have said the following things were helpful to hear:

- “I’m so sorry you had that experience.”
- “You did nothing to deserve that.”
- “I believe you.”
- “If you’d like, I’ll help you find out what your options and resources are.”
- “I’ll support whatever decision you make about what to do next.”

There's no one right way to respond to traumatic events. Survivors often experience many types of emotions, even long after the incident, and may feel that they are going "crazy." Friends and allies can help by normalizing their feelings and experiences. It's common for survivors to not initially name what happened to them as rape or abuse, although they recognize something is wrong. Once they start to feel safer, they may begin trying to understand the experience by talking about it.

Friends and allies should be honest with the survivor about what support they can provide, especially if they also have a history of trauma. They may want to remind the survivor that advocates and counselors are trained to provide support.

Support may also be helpful for friends and allies. Advocates are prepared to help friends deal with their own feelings and offer suggestions on how to respond to the survivor or the perpetrator.

Self-care for survivors

Self-care means caring for yourself as you would a good friend. It also means not doing things to harm yourself or make yourself more vulnerable.

It is okay to ask for what you need, and it is okay to say no if someone wants you to do something. You do not have to take care of anyone else's feelings. You do not have to protect other people by pretending everything's okay. You do not have to talk to anyone if you don't want to.

Reactions to and feelings about sexual or relationship violence change over time. There is no right way to feel about abuse or violence, and there is no correct way to practice self-care.

Planning how you will care for yourself can help if you start to feel overwhelmed. Below are some options for a self-care plan:

- Write in a journal
- Make art
- Take a walk
- Exercise
- Eat your favorite food
- Read something inspiring or something that makes you laugh
- Breathe in and out on a slow count of three

- Make a special playlist
- Wear your favorite clothes
- Give yourself permission to feel whatever you are feeling

Resources

ON-CAMPUS RESOURCES

Sexual Health, Advocacy & Relationship Education (SHARE) web page: reed.edu/sexual_assault

Title IX web page: reed.edu/title-ix/

Title IX Board web page:
reed.edu/honor_principle/adjudication/title-nine-board

DHSM web page:
reed.edu/academic/gbook/comm_pol/dhsm_policy.html

REPORTING

ONLINE REPORTING (MAY REMAIN ANONYMOUS)
reed.edu/sexual_assault/reporting/anon-report.php

TITLE IX AND DHSM REPORTING

Title IX Coordinator (Santi Alston)
503/517-4842
title-ix@reed.edu
Eliot 108A

Title IX Board Chair
(to file a Title IX complaint when a student is a respondent)
pangilit-tnboard@reed.edu

Director of Community Safety (Gary Granger)
503/777-7379
grangerg@reed.edu
reed.edu/community_safety

Community Safety Investigator (Michelle Rogers)
503/517-7902
rogers@reed.edu
reed.edu/community_safety

Dean of the Faculty (Nigel Nicholson)

503/517-5546

nnichols@reed.edu

reed.edu/dean_of_faculty

Director of Human Resources (Michelle Valintis)

503/517-7608

mvalintis@reed.edu

reed.edu/human_resources

President of the College (Audrey Bilger)

503/777-7500

presidentsoffice@reed.edu

reed.edu/president

Chairman of the Reed College Board of Trustees (Roger Perlmutter)

board-chair@reed.edu

ADVOCACY, COUNSELING, AND HEALTH (CONFIDENTIAL)

Call to Safety

503/235-5333

calltosafety.org

Employee Assistance Program (Cascade Centers)

800/433-2320

cascadecenter.com

OTHER REED RESOURCES

Community Safety

Emergency 24/7: 503/788-6666

Dispatch 24/7: 503/517-5355

Text: 503/849-8678

community-safety@reed.edu

Annual Security Report (Clery report)

reed.edu/community_safety/clery/clery-page.html

Faculty Handbook

reed.edu/dean_of_faculty/handbook/6.html

Reed Business Office

503/788-6687

reed.edu/business

Emergency Funds

503/517-4847

walfordk@reed.edu

Reed Financial Aid

503/777-7223

reed.edu/financialaid

Reed Residence Life

503/777-7536

reed.edu/res_life

OFF-CAMPUS RESOURCES

REPORTING

Oregon Child and Vulnerable Adult Abuse hotline

855/503-7233

oregon.gov/dhs/children/child-abuse

Portland Police Bureau

Emergency: 911

Non-emergency: 503/823-3333

ADVOCACY AND VICTIMS' RIGHTS

Call to Safety

503/235-5333

calltosafety.org

Oregon Crime Victims' Compensation Program

503/378-5348

doj.state.or.us/victims/pages/compensation.aspx

Oregon Department of Justice Victims' Rights Guides

doj.state.or.us/crime-victims/victims-rights/victims-rights-guides/

ADVOCACY FOR US CITIZENS TRAVELING ABROAD

Pathways to Safety International

833/723-3833

crisis@pathwaystosafety.org

pathwaystosafety.org

LEGAL ASSISTANCE AND IMMIGRATION

Gateway Center

503/988-6400

portlandoregon.gov/gatewaycenter

Multnomah County Victim Assistance Program

503/988-3222

mcda.us/index.php/protecting-victims-families/victim-assistance-program/

Oregon Address Confidentiality Program

503/373-1323

doj.state.or.us/victims/pages/confidentiality.aspx

Oregon Confidential Name Change

doj.state.or.us/crime-victims/victims-resources/other-resources/confidential-name-change

Oregon Crime Victims Law Center

503/208-8160

ocvlc.org

National Immigration Legal Services Directory

immigrationadvocates.org/nonprofit/legaldirectory

Victim Rights Law Center

(free legal and immigration law services for survivors of sexual violence)

503/274-5477

victimrights.org

PROTECTIVE ORDERS

Family Abuse Prevention Act Restraining Order information (for dating or domestic violence)

courts.oregon.gov/programs/family/domestic-violence/Pages/restraining.aspx

Sexual Abuse Protective Order information

courts.oregon.gov/programs/family/domestic-violence/Pages/sexual-abuse.aspx

Stalking Protective Order information

courts.oregon.gov/programs/family/domestic-violence/Pages/stalking.aspx

OTHER INFORMATION

Family Educational Rights and Privacy Act (FERPA)

ed.gov/policy/gen/guid/fpco/ferpa

FILING A DISCRIMINATION COMPLAINT WITH
THE OFFICE OF CIVIL RIGHTS

Office of Civil Rights, Department of Education

ed.gov/about/offices/list/ocr/docs/howto.html

REED COLLEGE