

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Sexual Assault

DATE: July 25, 2000

NUMBER: 2.38

REVISION(S):

Educational programs are available to members of the College community on the topic of sexual assault. Programs can be arranged through the Affirmative Action Officer (AAO), the OTC Counseling Center, or the Vice President and Provost.

The following are procedures to follow if a sexual assault occurs:

1. If someone is the victim of a sexual assault it is important that they **DO NOT** shower or douche, and that they **DO NOT** wash their clothes or any bedding on which the incident may have occurred.
2. Report the incident as soon as possible. The quickest way is to notify the Counseling Center during regular office hours, or the Evening Manager at night if the incident occurred on campus. These personnel will also help the victim by contacting the proper law enforcement agency having jurisdiction at that location. In addition, they will contact the Rape Crisis Center for Arkansas and/or Hot Spring County Victims Assistance Advocate from the Prosecutor's Office if the victim desires. The victim may, however, report the incident directly to a non-law enforcement entity such as Arkansas Rape Hot Line @ (501) 321-3834, the Counseling Center, the AAO, or the VP/Provost to name a few. They can also go directly to a local hospital and have the agencies contacted that they want involved. Even if the victim reports the incident to a non-law enforcement entity, they can still report the incident, at a later time, to the personnel listed above or another law enforcement agency that has jurisdiction if the incident occurred off campus.

Counseling for victims of sexual assault can be found through the OTC Counseling Center, Hot Spring County Community Counseling Center, and many others.

If requested, the Registrar will make every effort to change class schedules if the victim feels it necessary.

If a victim of a sexual assault so desires and all parties involved are members of the campus community, the incident can be referred to the AAO to be dealt with via College Operating Policies and Procedures. These proceedings are totally separate from any criminal action that may be taken. Sanctions imposed by the College range from verbal reprimand to expulsion from the College. Both the victim and the offender will be advised of the decision(s).

False and Malicious Accusations – Members of the College community who make false and malicious complaints of sexual assault, as opposed to complaints that, even if erroneous, are made in good faith, will be subject to disciplinary action.

AUTHENTICATION (Signature):

COPP

7/25/00

President

(Date)

2.38