

Policy Violation Complaint Process*

- A College employee is trained as an investigator to take the complaint and speak with all parties, including any witnesses named by either the complainant or respondent.
- Both the complainant and respondent are allowed to have an advisor/support person of choice move through the process with them.
- Upon conclusion of the investigation, the investigatory report will be reviewed by a trained decisionmaker who will make an administrative determination as to whether the College's harassment policies have been violated. The Vice President of Academic Affairs will determine the sanctions for that policy violation.

Possible sanctions for violation of the harassment policy include:

- Warning
- Probation
- Suspension
- Expulsion

*In some cases of reported sexual harassment, the College may need to pursue an investigation of policy violation, even if a complainant does not wish to file a complaint.

Resources & Support

Non-confidential reporting means that you will talk to someone who *is required* to report that an assault may have taken place. This does not mean you need to file a complaint through the College, but a Title IX Coordinator will ask to meet with you and discuss your reporting options.

- **Title IX Coordinator/Human Rights Officer Public Safety**
Tam Bukowski, Safety, Room 108, 320-762-4415
- **Alexandria Police Department**
Non-emergency 320-763-6631, Emergency 911

Confidential reporting means that you can talk to someone and they are not required by law to report any assault that may have already occurred. These include clergy, physicians, and licensed counselors listed below.

- **ATCC Student Counseling Center**
Julie Trosvig, Room 113, 320-762-4958
- **Someplace Safe**
24-Hour Crisis Line 800-974-3359

Mandatory Reporters: All employees (Except the counselor in Student Support Services) are required by law and/or policy to promptly report information about sexual harassment, sexual assault, dating or domestic violence, and stalking to the Title IX Coordinator. If you choose to tell a faculty or staff member about an incident, they will respect the privacy of the information you report and will also promptly report it to the Title IX Coordinator.

Anonymous Reports: Alexandria Technical & Community College will accept anonymous reports; however, the College may be limited in its ability to address the circumstances reported. Go to <https://www.alextech.edu/about-atcc/safety-security/sexual-violence> to report a crime anonymously.

KNOW YOUR RIGHTS & RESOURCES

A quick guide for students, employees, and non-affiliates who have experienced dating violence, domestic violence, sexual assault, or stalking...on or off campus.



**YOU HAVE A RIGHT TO LIVE,
LEARN, AND WORK IN A SAFE
ENVIRONMENT.**

There are options if you or someone you know has experienced dating violence, domestic violence, sexual assault, or stalking. The resources in this guide may be helpful as you decide your next steps.

The College is here to help.

Violence in all its forms is unacceptable, and College policy prohibits dating violence, domestic violence, sexual assault, and stalking.

What is dating violence? It is a type of relationship violence and abuse committed by a person to exert power and control over a current or former dating partner. It covers a variety of actions and can include physical abuse, psychological and emotional abuse, and sexual abuse. It can also include “digital abuse” via the use of technology.

What is domestic violence? It is a pattern of abusive behavior or a single act of violence that is committed by a person to gain power and control over another person. This behavior can be physical, sexual, verbal, psychological, economic, or technological. It can be committed by a current or former spouse or intimate partner, someone the victim shares a child with, or someone who has cohabitated with the victim.

What is sexual assault? It includes any type of sexual contact or touching that occurs without the consent of the recipient. This includes acts against people who are unable to consent either due to age (under 18) or lack of capacity (drunk, high, sleeping, etc.).

What is stalking? It is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.



Scan the QR Code to view ATCC's Title IX webpage, including ATCC policies and definitions.

What to Do?

Here are the steps to take after you or someone you know has been assaulted. These are focused on safety in the moments immediately after an assault:

- Get to a safe place.
- Find an RA or Residential Hall staff member to assist you.
- Contact Public Safety at 320-762-4415, who will in turn contact the Alexandria Police. Remember, reporting does not mean you have to press charges!
- Seek medical attention.

If the sexual misconduct you experienced involved any type of physical contact, please consider the following steps:

- If possible, do not bathe, shower, or change your clothes.
- Seek medical care as soon as possible.
- Take a moment and write down any details of the incident you remember, even if you haven't decided if you wish to press charges or make a complaint.

Sexual violence or assault can happen to men, women, and gender non-conforming persons, and any of these gender identities can be assailants.



What is affirmative consent*? Affirmative consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity.

- Consent must be present throughout the entire sexual activity and can be revoked at any time.
- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious.
- A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent of sexual activities does not imply ongoing future consent.
- The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent.
- Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

*The absence of affirmative consent may warrant criminal charges against the perpetrator of sexual violence in any of its forms.