

Protocol and Resources for Faculty and Staff When Responding to a Disclosure of a Sexual Assault by a Student

Protocol

1. First and foremost, ensure the immediate safety of the student. If the student is in immediate danger or immediate need of medical attention, and agrees to seek medical attention, or if the assault presents an immediate danger to the University community (attack by a stranger on-campus, use of a weapon, attack by multiple assailants), contact the campus police or the local police (see Resources). Victims who agree to seek medical treatment will be encouraged to go to the hospital without showering, cleaning up, or changing clothes, as doing these things could destroy evidence.

- SANE/SART programs and Sexual Violence Hotlines are also sources for immediate assistance (see Resources).
- Make it clear to the student that their contact with you will not require them to pursue any type of formal institutional or criminal action nor will it require the reporting person to identify the victim or the alleged perpetrator.
- A victim may choose not to seek medical help, counseling or legal help – his/her decision should be respected.
- Whether or not to report the assault is the victim's decision. There are many reasons a victim may decide not to report an assault – guilt, shame, fear of retaliation, reluctance to repeat details to police, etc.
- As an employee, your job is not to act as a counselor or to assess or define the assault, or to determine whether or not the assault actually occurred, but to refer the person to personnel that are trained to help victims of sexual assault (see Resources). A victim's major decision points are:
 - Whether or not to seek medical attention;
 - Whether or not to contact the police;
 - Whether or not to seek prosecution;
 - Whether or not to bring charges through University policies;
 - Sharing the details with family, friends and other immediate support systems;
 - Seeking professional counseling/therapy.

2. Make the student aware of counseling and advocacy services and options for help such as Sexual Violence Hotlines, Student Wellness, Student Health Services (see Resources).

3. Inform the student of his/her rights as a victim of sexual assault. Notifying the police does not require the victim to pursue criminal prosecution or institutional disciplinary action. Rights include:

- Contacting Public Safety to file criminal charges or report any issue regarding physical security, or contacting local police;
- Filing civil charges through the courts;
- Independent of filing criminal or civil charges, pursuing charges through University policies (see Resources), if the alleged assailant is part of the Rutgers community.
- Deciding to file no charges;
- Rights as outlined in the Campus Sexual Assault Bill of Rights (see Resources).

4. Helpful Responses when Communicating with a Victim of Sexual Assault:

- Listen without interrupting. Encourage the student to take his/her time, if necessary.
- Don't panic. Remain calm and concerned.
- Respect the language the student uses to identify what's happened.
- Understand that individuals from different cultural backgrounds may express or experience their reactions to an assault in different ways.
- Allow for tears and expression of feelings.
- Validate the student's experiences or reactions.
- Believe and support the student.
- Acknowledge courage and discomfort.
- Remind the student that he/she is not at fault.
- Help the student identify safe individuals within his/her existing support system.
- Encourage the student to seek medical attention and/or counseling.
- Allow the student to make his/her own decisions.
- Ask what you can do to be supportive.
- Provide resources and options.

Unhelpful Responses:

- Asking "why" questions or other questions that might imply blame.
(i.e. "Why didn't you yell," "What were you doing there?")
- Blaming or judging the student's actions.
(i.e. "You shouldn't have had so much to drink")
- Dismissing the student's feelings or minimizing his/her experience.
(i.e. "You should just forget about it")
- Trying to "fix" the problem.
(i.e. pressuring them to report and/or telling them what to do)

Above all, do no harm. Sometimes, when individuals feel overwhelmed by just having heard someone's story, people feel "pressured" to do something. When this occurs, oftentimes people unintentionally say things that could be hurtful. You don't have to say anything.

Resources for Responding to a Disclosure of a Sexual Assault by a Student

If the student is in **immediate danger** or immediate need of **medical attention**, or if the assault presents an immediate **danger to the University-community** (attack by a stranger on-campus, use of a weapon, attack by multiple assailants), contact:

Public Safety/Local Police:

Newark Campus

Emergency: 911

For University Telephones, obtain an outside line, then dial 911

On Campus: Non-Emergency 973-972-4490/4491

New Brunswick/Piscataway Campus

Emergency: 911

For University Telephones, obtain an outside line, then dial 911

On Campus: Non-Emergency 732-932-7211

Stratford Campus

Emergency: 911

For University Telephones, obtain an outside line, then dial 911

On Campus: Non-Emergency 856-256-4911/856-256-4922

Scotch Plains Campus

Emergency: 911

For University Telephones, obtain an outside line, then dial 911

On Campus: Non-Emergency 732-932-7211

Other resources for immediate help:

Rutgers Violence Prevention and Victim Assistance - 848-932-1181 - <http://vpva.rutgers.edu/>

Sexual Violence Programs in New Jersey - Hotline Phone Numbers by County:

ATLANTIC COUNTY Women's Center

Northfield, NJ

Office Phone/Hotline: 609-646-6767

24-Hotline: 800-286-4184

Web: www.acwc.org/womensource.htm

CONTACT OF BURLINGTON COUNTY

Moorestown, NJ

24-hr Hotline: 856-234-8888 OR

866-234-5006

Web: www.contactburlco.org

YWCA of BERGEN COUNTY

Hackensack, NJ

24-hr Hotline: 201-487-2227

Toll Free: 1-800-221-5168

Web: www.ywcabergencounty.org

CAMDEN COUNTY

Services Empowering Rights of Victims

Family Counseling Services

Camden, NJ

24-hr Hotline: 1-866-295-SERV (7378)

Web: www.centerffs.org

CAPE MAY COUNTY

The Coalition Against Rape & Abuse, Inc.
Cape May Court House, NJ
Toll Free: 877-294-2272
Web: www.cara-cmc.org

CUMBERLAND COUNTY

Services Empowering Rights of Victims -
Family Counseling Services
Glassboro, NJ
24-hr Hotline: 877-922-2377
Web: www.centerffs.org

ESSEX COUNTY Rape Care Program

Family Service League, Inc.
Montclair, NJ
24-hr Hotline: 877-733-CARE (2273)
Web: www.familyserviceleague.org

GLOUCESTER COUNTY

Services Empowering Rights of Victims
Center for Family Services
Camden, NJ
24-hr Hotline: 866-295-SERV [7378]
Web: <http://www.centerffs.org>

HUDSON COUNTY

Rape Crisis Center
Christ Hospital Counseling and Resource Center
Jersey City, NJ
24-hr Hotline: 201-795-5757

HUNTERDON COUNTY

SAFE in Hunterdon
Flemington, NJ
24-hr Toll Free Hotline: 1-888-988-4033
Web: <http://www.safeinhunterdon.org>

MERCER COUNTY

Womanspace, Inc.
Trenton, NJ
24-hr Hotline 609-394-9000
State Hotline: 1-800-572-SAFE [7233]
TTY: 609-619-1888
Web: www.womanspace.org

MIDDLESEX COUNTY CENTER FOR EMPOWMENT

Sexual Violence Counseling, Advocacy &
Preventive Education
Edison, NJ
24-Hour Hotline: 1-877-665-7273
TTY: 732-549-0669
Web: www.co.middlesex.nj.us

MONMOUTH COUNTY

Rape Crisis Services
180, Turning Lives Around, Inc.
One Bethany Road, Building. 3, Suite 42
Hazlet, NJ
24-hr Hotline: 1-888-264-7273
TTY: 732-264-3089
Web Address: <http://www.180nj.org>

MORRIS COUNTY

Morris County Sexual Assault Center
95 Mt. Kemble Avenue
Morristown, NJ
24-hr Hotline: 973-829-0587

OCEAN COUNTY

Rape Crisis Services
Long Beach Island Community Center
Long Beach Township, NJ
24-hr Hotline: 609-494-1090
(Southern Ocean County)
24-hr Hotline: 732-370-4010
(Northern Ocean County)
Web: [HTTP://www.stfranciscenterlbi.com](http://www.stfranciscenterlbi.com)

PASSAIC COUNTY

Passaic County Women's Center
Rape Crisis Program
Patterson, NJ
24-Hotline: 973-881-1450
Web: <http://www.passaiccountywomenscenter.org>

SALEM COUNTY

Salem County Women's Services
Sexual Assault/Rape Crisis
Salem, NJ
24-hr Hotline: 856-935-6655
Toll free: 1-888-632-9511
TTY: 856-935-7118
Web: <http://www.scwsonline.org>

SOMERSET COUNTY

Sexual Assault Support Services
Women's Health and Counseling Center
Somerville, NJ
24-hr Hotline: 908-526-7444
Web: www.zufallhealth.org

SUSSEX COUNTY

Sexual Trauma Resource Center
Newton, NJ
24-hr Hotline: 973-875-1211
TTY: 973-875-6369

UNION COUNTY

Union County Rape Crisis Center
Westfield, NJ 07090-1499
24-hr Hotline & Office: 908-233-7273
TTY 908-518-0183
Web: www.ucnj.org

WARREN COUNTY

Domestic Abuse & Sexual Assault Crisis
Center (DASACC)
Washington, NJ
24-hr Hotline: 908-453-4181
TTY: 908-453-2553
Web: <http://www.dasacc.org>

New Jersey SANE/SART Programs (Sexual Assault Response Team/Sexual Assault Nurse Examiners)

Provides information and advocacy to individuals who are victims of a sexual assault. The County Offices' of Victim Witness Advocacy in the Prosecutors' Office of each County are listed below:

Atlantic

4997 Unami Boulevard
Mays Landing, New Jersey 08330
609-909-7860

Bergen

Justice Center, Room 140
Hackensack, New Jersey 07601
201-646-2057

Burlington

49 Rancocas Road, 2nd Floor
P.O. Box 6000
Mount Holly, New Jersey 08060
609-265-5048

Camden

25 North Fifth Street
Camden, New Jersey 08102
856-225-8440

Cape May

DN110, 110 Justice Way
Cape May Court House, New Jersey 08210
609-465-1163

Cumberland

164 W. Broad Street
Bridgeton, New Jersey 08302
856-451-3177, X 157

Essex

New Courts Building – 3rd Floor
50 West Market Street
Newark, New Jersey 07102
973-621-4687 or 973-621-4689

Gloucester

P.O. Box 623
Woodbury, New Jersey 08096
856-384-5500

Hudson

Administration Building
595 Newark Avenue
Jersey City, New Jersey 07306
201-795-6508

Hunterdon

P.O. Box 756
Flemington, New Jersey 08822
908-788-1403

Mercer

P.O. Box 8068
Trenton, New Jersey 08650
609-989-6428

Middlesex

25 Kirkpatrick Street, 3rd Floor
New Brunswick, New Jersey 08901
732-745-3394

Monmouth

132 Jerseyville Avenue
Freehold, New Jersey 07728
732-431-6459

Morris

P.O. Box 900
Morristown, New Jersey 07960
973-285-6200 X 6309

Ocean

119 Hooper Avenue, P.O. Box 2191
Toms River, New Jersey 08754
732-929-2195

Passaic

401 Grand Street
Paterson, New Jersey 07505
973-881-4887

Salem

87 Market Street, P.O. Box 462
Salem, New Jersey 08079
856-935-7510 X8333

Somerset

40 N. Bridge Street, P.O. Box 3000
Somerville, New Jersey 08876
908-575-3359

Sussex

19-21 High Street
Newton, New Jersey 07860
973-383-1570

Union

32 Rahway Avenue, 1st Floor
Elizabeth, New Jersey 07202
908-527-4596

Warren

Court House, 413 Second Street
Belvidere, New Jersey 07823
908-475-6284

Sources of Medical and Mental Health Assistance at RBHS:

Student Health Services:

Rutgers Health Sciences Campus at Newark

Student Health Services
Doctor's Office Center, 90 Bergen Street, Suite 1750, Newark
973-972-8219

New Brunswick/Piscataway Campus

Student Health Services
Monument Square, 317 George Street, First Floor, New Brunswick
732-235-5160

Stratford Campus

Student Health Services
University Doctors Pavilion, 42 East Laurel Road, Suite 2100B, Stratford
856-566-6825

Student Wellness Program (counseling, crisis intervention) Services available 24/7:

EMERGENCIES after 5:00 p.m. & weekends – 1-800-327-3678

Monday-Friday, 9:00 a.m. to 5:00 p.m. – Evening hours by appointment

Newark Campus/Scotch Plains Campuses

Rutgers-University Behavioral HealthCare
Student Wellness Program
183 South Orange Avenue, Newark
973-972-5429

New Brunswick/Piscataway Campus

Rutgers-University Behavioral HealthCare
Student Wellness Program
242 Old New Brunswick Road, Piscataway
732-235-5930

Stratford Campus

Rutgers-University Behavioral HealthCare
Student Wellness Program
One Echelon Plaza, Suite 101, 227 Laurel Road, Voorhees
856-770-5750

Informational Resources

Campus Sexual Assault Bill of Rights (Pursuant to NJSA 18A, Chapter 61E)

Introduction

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

Applicable state and federal laws and institutional rules and regulations governing interpersonal behavior limit the boundaries of personal freedom. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

The campus sexual assault victim's Bill of Rights was adopted by the New Jersey Commission on Higher Education and enacted by the State of New Jersey, effective September 1, 1995.

Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or;
- When the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy;
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity;
- To be free from any suggestion that victims are responsible for the commission of crimes against them;
- To be free from any pressure from campus personnel to:
- Report crimes if the victim does not wish to do so;
- Report crimes as lesser offenses than the victim perceives the crime to be;
- Refrain from reporting crimes;
- Refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources on and Off Campus

- To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities;
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling;

To be informed of and assisted in exercising:

- Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy;

- Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- To be afforded the same access to legal assistance as the accused;
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused;
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants;
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Types of Assaults

Simple Assault: The attempt to cause or purposely, knowingly, or recklessly causing bodily injury to another.

Aggravated Assault: An attack by one person upon another, in which the offender causes or attempts to cause severe bodily injury, or uses or displays a weapon.

Harassment: A course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy an individual.

Domestic Violence: Emotional, psychological, physical, sexual, or economic abuse that one person in an intimate relationship uses in order to control the other.

Sexual Assault: Sexual penetration; meaning "vaginal intercourse, cunnilingus, fellatio or anal intercourse between persons or the insertion of a hand, finger or other object in the anus or vagina by either the actor or upon the actor's instruction. The depth of insertion shall not be relevant" (NJSA 2C:14-1).

Criminal Sexual Contact: "Intentional, non-consensual touching by the victim or actor, either directly or through clothing, of a victim's or actor's sexual organs, genital area, anal area, inner thigh, groin, buttock or breast, for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor" (NJSA 2C:14-3).

See http://rupd.rutgers.edu/RUPD_files/SafetyMatters2016.pdf for helpful information on many issues impacting the public safety of students and employees.