

Date: \_\_\_\_\_ MTSU Police Incident Report # (if applicable): \_\_\_\_\_

You have indicated that you have been the victim of sexual violence (sexual violence includes dating violence, domestic violence, sexual assault, and stalking). MTSU is concerned for the safety and well-being of our students, faculty, and staff, and prohibits all acts of sexual violence. We are committed to providing a healthy living, working, and educational environment for our campus community, and will continue working to provide the safest campus environment possible.

This document will provide you with information about the resources available to you, your options for reporting sexual violence, and the procedures used by the University to investigate sexual violence.

**Reporting the Assault:** We will respect any decision you make about reporting this matter or you can choose not to make a report. However, we can help you should you decide to make a report to University Police at (615) 898-2424 or Murfreesboro City Police at (615) 893-1311. Reporting provides law enforcement with the opportunity to investigate and collect evidence that could be used in criminal or civil proceedings, and in any University investigation that may be conducted. University Police may also be able to assist you with any safety concerns you may have.

You can also report sexual violence to the Title IX Coordinator (<https://mtsu.edu/sexual-violence/reporting-form>). A report may result in the University opening an investigation pursuant to MTSU Policy 29: Title IX Compliance (<https://www.mtsu.edu/policies/p029/>).

The MTSU Counseling Center, the Domestic Violence and Sexual Assault Program, the Employee Assistance Program, and the Victim Assistance Coordinator can keep your report confidential and are not required to report sexual violence to law enforcement authorities unless you choose to do so. Similarly, medical attention sought at St. Thomas Rutherford Hospital and the MTSU Student Health Services will not result in a report to law enforcement. (Note: reporting is required if a victim is under the age of 18, and a hospital must report if the victim has a life-threatening injury or if the victim is being treated for injuries inflicted by strangulation or a weapon.)

**Medical Assistance:** Physical safety and medical attention are of primary importance. You may be physically injured, become pregnant, or exposed to a sexually transmitted disease or infection. Medical attention is available at St. Thomas Rutherford Hospital, 615-396-6902 (ER), or MTSU Student Health Services, 615-898-2988. If done promptly, a medical examination can obtain important evidence should you decide to prosecute. St. Thomas Rutherford Hospital, (615) 396-6902, or the Rutherford County Domestic Violence and Sexual Assault Center, (615) 896-3733, can complete the medical examination.

**Preserving Physical Evidence for Medical Professionals/Law Enforcement:** Do not shower, bathe, douche, or otherwise clean yourself. If possible, do not urinate. Do not eat, drink liquids, smoke, or brush your teeth if oral contact took place. If you must change your clothes, save all clothing you were wearing at the time of the assault. If you have changed your clothes, place the clothing in a paper bag (plastic may destroy important evidence). Do not disturb anything in the area where the assault occurred, such as sheets or towels. You should also save any text messages, photos, social networking pages, and any other communications related to the incident. Following these directions will assist in investigating the offense and in obtaining Orders of Protection. Even if you do not currently wish to prosecute, this is the best opportunity to preserve this evidence should you change your mind later.

**Counseling:** Whether or not you report the assault or prosecute, a trained counselor can help you with the emotional trauma of an assault. Confidential emergency and follow-up counseling are available through MTSU

Counseling Services, 615-898-2670, for students; and the Employee Assistance Program for faculty and staff; see <https://www.here4tn.com/>. Assistance from the Domestic Violence and Sexual Assault Program, (615) 896-7377 (main) or (615) 494-9262 (crisis line), is available to both students and employees.

These counseling services are free of charge and are confidential. Any information disclosed during counseling is not available to any member of the University community without your permission.

**Other Assistance:** Regardless of whether you choose to report the incident, the University will assist with academic support, residence hall changes, transportation, and working situations at your request and if such request is reasonably available. The University may also be able to put No Contact Orders in place to prohibit contact between involved parties, and can assist you in obtaining a court-issued Order of Protection.

**Confidentiality:** Personally identifiable information about you will be treated as confidential and maintained in a secure manner. The information will only be shared with persons having a specific need to know who are investigating or adjudicating this matter, or who are providing resources or support services to you. With limited exceptions, MTSU will honor a request to not disclose your name to an alleged perpetrator of sexual violence, or that no investigation or disciplinary action be pursued. The Title IX investigator will discuss with you any impact such decision will have on an investigation and the institution's ability to respond fully to the incident, including pursuing disciplinary action against the accused.

**Retaliation:** Retaliation in any form is strictly prohibited and will, itself, be the basis for disciplinary action. The University will take steps to prevent and respond to reports of retaliation from other students, faculty, staff, or third parties. Retaliation can include threats, intimidation, coercion, or discrimination.

**Institutional Investigative and Disciplinary Processes:** Whether or not criminal charges are filed, the University can conduct an investigation (outside any conducted by law enforcement officials) to determine if a University policy was violated and, if so, what action is warranted.

If the person accused of sexual violence is a faculty or staff member, that person may be subject to disciplinary sanctions up to and including termination of employment. If the accused is a student, the student is subject to the MTSU Student Code of Conduct and the institutional disciplinary process described in MTSU Policy 540: Student Conduct (<https://www.mtsu.edu/policies/p540/>). These procedures ensure a fair and impartial investigation, hearing, and resolution, which promotes accountability. You are required to participate actively in this process. Disciplinary proceedings will be conducted by officials who are trained on issues related to sexual violence and on conducting investigations and hearings. Both you and the accused are entitled to the same opportunities to have an advisor present during the investigation and hearing processes, including the opportunity to have an advisor of your choice for any related meeting or proceeding. You and the accused will have equal rights to:

- View the evidence prior to the issuance of an investigation report
- Review the final investigation report
- Participate in some form of informal resolution
- Cross-examine witnesses and present evidence at a hearing
- Appeal a decision

Possible sanctions pursuant to these proceedings include restitution; warning; reprimand; service to institution or community; educational/counseling program; apology; fines; restriction; probation; suspension; interim suspension; expulsion; revocation of admission, degree or credential; or, any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

**Available Resources:**

**On Campus**

Title IX Coordinator: (615) 898-2185, CAB 116

Victim Assistance Coordinator: (615) 898-2424

Counseling Services: (615) 898-2670, KUC 326-S

Student Health Services: (615) 898-2988, 1848 Blue Raider Drive

June Anderson Center for Women and Nontraditional Students: (615) 898-5812, STU 330

University Police: (615) 898-2424 or 911

Employee Assistance Program: (855) 437-3486

**In Murfreesboro/Rutherford County**

Domestic Violence and Sexual Assault Program 24-hour crisis line:

(615) 494-9262, 1423 Kensington Square Court

St. Thomas Rutherford Hospital Emergency Room:

(615) 396-6902, 1700 Medical Center Parkway

Murfreesboro Police: (615) 893-1311 or 911, 1004 N. Highland Avenue

Legal Aid Society: (615) 890-0905, 526 N. Walnut Street

For more information about sexual violence and available resources go to <https://www.mtsu.edu/sexual-violence/>. If you have any questions or concerns related to MTSU's response to this matter or the resources available to you as a member of the University community, please do not hesitate to contact the Title IX Coordinator, Christy Sigler, J.D., (615) 898-2185, [christy.sigler@mtsu.edu](mailto:christy.sigler@mtsu.edu) or [titleix@mtsu.edu](mailto:titleix@mtsu.edu).