Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees

Introduction

Vanderbilt University is committed to the principles of equal opportunity and seeks to establish and maintain a safe and healthy environment for all members of the University community, guests, and visitors. The University provides programs, activities, and a campus environment that foster courtesy and respect. The University seeks to eliminate and prohibits all forms of sexual misconduct, including sexual harassment and sexual assault, and other forms of power-based personal violence, which includes dating violence, domestic violence, and stalking. Under federal law, including Title IX of the Education Amendments of 1972 (“Title IX”), Vanderbilt has a duty to prevent and redress sexual misconduct and power-based personal violence. Such conduct is contrary to Vanderbilt’s values, represents socially irresponsible behavior, and will not be tolerated. This policy addresses Vanderbilt’s obligations under Title IX, the Violence Against Women Act, and the Violence Against Women Reauthorization Act of 2013 (also known as the Campus SaVE Act) with respect to dating violence, domestic violence, sexual assault, and stalking.

This policy outlines the procedures that apply to allegations of dating violence, domestic violence, sexual assault, and stalking involving faculty, staff, house staff, or postdoctoral fellows or trainees (collectively, “faculty, staff, and fellows”1) that do not also involve students.2 It is applicable to all members of the Vanderbilt community with respect to conduct that (1) occurs on campus; (2) occurs in connection with University programs and activities; or (3) otherwise interferes with or limits the ability of a member of the Vanderbilt community to participate in or to receive benefits, services, or opportunities from the University’s programs or activities, regardless of whether the alleged victim is an affiliate of the University. The policy sets forth the specific types of conduct that are prohibited, as well as the resources and support services available to those in the Vanderbilt community who have been impacted by dating violence, domestic violence, sexual assault, and stalking. Vanderbilt encourages reporting of violations of this policy. The University will take prompt and effective action to address allegations of dating violence, domestic violence, sexual assault, and stalking, and will resolve complaints in a timely and fair manner.

1 These terms are for definitional purposes only for this policy.
2 Allegations involving students as complainants or respondents are governed by the University policy on Sexual Misconduct and Other Forms of Power-Based Personal Violence, which is available in the Student Handbook and at http://www.vanderbilt.edu/student_handbook/sexual-misconduct/. Information about resources for students is found in that policy.

Allegations not covered by this policy may be covered by Vanderbilt's non-discrimination and anti-harassment policies.
Questions about the policy may be directed to Vanderbilt’s Title IX Coordinator and Director of Equal Opportunity, Affirmative Action, and Disability Services (EAD), who oversees compliance with applicable non-discrimination policies, including this policy:

Anita Jenious
Title IX Coordinator and Director,
Equal Opportunity, Affirmative Action, and Disability Services
615-322-4705
110 21st Avenue South, Suite 808, Nashville, TN 37203

Reporting an Incident

Vanderbilt takes reports of alleged sexual misconduct and power-based personal violence seriously. This section explains the various reporting and confidential disclosure options available to faculty, staff and fellows to enable them to make informed choices about where to turn should they experience dating violence, domestic violence, sexual assault, or stalking. When faculty, staff and fellows report alleged violations of this Policy, the University will provide them with written notification of their rights and options.

EAD

The University recommends that complaints of dating violence, domestic violence, sexual assault, and stalking be made to EAD. Complaints may be filed at any time, but the University encourages community members to report violations as soon as possible after the incident. If EAD determines that the complaint should be filed with another department, EAD will direct the complainant to the appropriate department. EAD will also investigate incidents that have been reported to other University officials and referred to EAD.

To file a complaint pertaining to this policy, please contact Anita Jenious, the University’s Title IX Coordinator and Director of EAD. Call EAD at 615-322-4705, visit the office, or write.

Campus Address:
Baker Building, Suite 808

Located at:
110 21st Avenue South
Nashville, TN 37203

Email Address:  
edinformation@vanderbilt.edu

Mailing Address:
PMB 401809
2301 Vanderbilt Place
Nashville, TN 37240-1809

Complainants who write to EAD should provide as much of the following information as possible: what happened, where, and when; names of all parties involved, including witnesses (if
any); supporting documentation (if any); and contact information. Everyone is encouraged to report dating violence, domestic violence, sexual assault, and stalking even if some or all information is unavailable or cannot be provided.

If a complainant calls or visits EAD, a staff person will explain the role of EAD, the options for reporting an incident, the available interim measures, and the available resources for assistance.

**Confidential Resources**

Confidential resources include licensed professional counselors/mental health providers, such as those at the Work/Life Connections – Employee Assistance Program when acting in that role; pastoral counselors acting in that capacity; and medical professionals, such as those at the Vanderbilt University Medical Center Emergency Department or other clinics or hospitals when acting in a clinical role. These resources do not report any information about an incident to EAD without a victim’s permission. Off-campus counselors and health care providers will also generally maintain confidentiality and not share information with the University unless the victim requests the disclosure and signs a consent or waiver form. However, these resources may have reporting obligations under state or federal law. For example, healthcare providers and certain other individuals are required to notify law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Similarly, all persons are required to notify law enforcement when they receive a report of sexual abuse of a minor.

**Responsible Employees**

Responsible employees are not confidential resources. A responsible employee is a Vanderbilt employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct, or who a member of the University community could reasonably believe has such authority or duty. Generally, with the exception of the confidential resources discussed above, most employees to whom community members might reasonably report an incident of dating violence, domestic violence, sexual assault, or stalking will be responsible employees. Responsible employees are required to report possible violations of this policy to EAD, including all relevant details about the alleged conduct, so that the University can take steps to investigate the matter promptly and resolve it fairly. Conversations with responsible employees are otherwise kept private to the extent possible and are only disclosed to those with a need or right to know.

**NOTE: All allegations involving the abuse of minors must be reported to law enforcement and the University consistent with the University’s Protection of Minors Policy.**

**Anonymous and Third-Party/Bystander Reporting**

The University encourages victims of dating violence, domestic violence, sexual assault, or stalking to talk to someone. The University provides several resources for anonymous reporting for victims who do not wish to be identified. Vanderbilt has established a hotline for anonymous reporting through The Network, an independently-operated compliance hotline that may be used to report incidents of apparent wrongdoing on campus. This hotline is available 24 hours a day, 7 days a week at 1-866-783-2287 or at https://www.tnwgrc.com/Vanderbilt. Anonymous reports
may also be made to The Network. NOTE: The Network should not be used for immediate assistance.

Vanderbilt encourages third parties to report incidents of dating violence, domestic violence, sexual assault, and stalking to the Vanderbilt University Police Department (VUPD) and/or EAD. Third parties may also report incidents to any responsible employee or through The Network. The University may not be able to move forward with third-party reports if the victim does not wish to cooperate with an investigation. After providing a report, third parties are not entitled to information about the University’s investigation and response due to privacy concerns and applicable federal and state laws.

Vanderbilt encourages anyone who witnesses, experiences, or has information about possible dating violence, domestic violence, sexual assault, or stalking to take reasonable actions to prevent or stop such actions. This may include reporting the behavior (in accordance with the reporting options outlined above), directly intervening when it is safe and reasonable to do so, contacting law enforcement, or other means. A person who has been subjected to dating violence, domestic violence, sexual assault, or stalking need not confront the other party; the appropriate process to address the conduct is through this policy.

Investigations and Determinations

EAD has responsibility for investigating reports pertaining to alleged dating violence, domestic violence, sexual assault, and stalking. The EAD staff is trained annually and on an ongoing basis on issues related to dating violence, domestic violence, sexual assault, and stalking, and in conducting investigations in a manner that protects the well-being and safety of the complainant and the University community. Retaliation against any person who files a complaint, participates in an investigation, encourages the filing of a complaint, or opposes dating violence, domestic violence, sexual assault, or stalking is prohibited. No EAD personnel with a conflict of interest or bias for or against a complainant or respondent will participate in the investigation of a complaint.

Intake, Charging, and the Investigative Process

An EAD staff person will assess the nature of the complaint through an intake process. The EAD staff person will submit the complaint to the Director of EAD/Title IX Coordinator or refer the complainant to the appropriate department if the allegations do not involve a violation of this policy or other anti-discrimination/retaliation policies. If the complaint falls within EAD’s purview, an investigator will contact the complainant.

EAD will ask the complainant for information about the incident. Supporting documents, such as emails, photos, or text messages, and any other evidence should be preserved. If witnesses were present or have relevant knowledge, it is important to identify them, state what they may know, and inform EAD how they can be contacted. If the complainant chooses not to participate, the Director of EAD/Title IX Coordinator will determine whether to conduct an investigation.
In no circumstances will mediation between the complainant and respondent be used to resolve cases of dating violence, domestic violence, or sexual assault. It may be used for stalking as appropriate, but only with the consent of both parties.

The EAD investigator will confer with the appropriate offices (Human Resources, the appropriate Dean’s office, and other departments, as necessary) as to any appropriate interim measures.

**NOTE: If the Director of EAD/Title IX Coordinator determines that an investigation should be conducted and the complainant chooses not to participate, EAD will move forward and make its determination based upon the information available to it.**

Upon a determination by the Director of EAD/Title IX Coordinator that an investigation will be conducted involving a respondent who is faculty or staff, the EAD investigator may provide a copy of the complaint, any additional statements or information provided by the complainant, and any other information gathered during the course of the filing of an incident or police report to the appropriate Dean’s office or Human Resources, respectively, for a determination of whether disciplinary action or interim measures should be considered or implemented.

The EAD investigator will inform the respondent of the allegations, the initiation of an investigation, and the possibility of sanctions and/or disciplinary action, and will provide the respondent with an opportunity to ask questions, provide information, and offer names of witnesses or other people with relevant information. The investigator will interview the respondent and other individuals who may have pertinent knowledge. Supporting documentation and information may be collected from the complainant, respondent, and witnesses. EAD may request access to premises, records, and documents it deems relevant to the complaint. As the investigation progresses, the investigator may seek clarification from any person participating in the investigation regarding the incident or their statement. If the complainant learns or remembers any additional information, the complainant should notify the EAD investigator immediately.

*Retaliation*

Retaliation against a person who files a complaint, participates in an investigation, encourages another to file a complaint, or opposes discrimination is prohibited. Individuals must not interfere with an investigation.

*Notice of Meetings*

The complainant and respondent will each receive timely notice of meetings related to the investigation and disciplinary process at which either or both may be present. When only one party may attend the meeting and prior notice is impractical, the notice to the other party may permissibly come after the meeting, so long as it is made in a timely manner. This requirement does not apply to meetings between officials and complainants concerning accommodations or protective measures to be provided to a complainant.

*Advisers*
Both the complainant and the respondent will be permitted to ask an adviser of their choosing to be present during all relevant meetings related to alleged violations of this policy. The adviser may accompany the complainant or respondent and may confer privately with them, but the adviser may not speak on behalf of the complainant or respondent or otherwise participate in any meeting. An adviser’s failure to comply with these guidelines may result in the termination of the meeting or the adviser no longer being permitted to be present. University personnel employed in the offices responsible for the disciplinary proceedings described in this policy, along with those in the chain of command above them, personnel employed by the Office of the General Counsel, and others whose participation could create a conflict of interest with their University duties are not eligible to serve as advisers. If there is a question or concern about a possible adviser, please consult with EAD.

**Recordings and Evidence**

The recording of any meeting conducted as part of an investigation under this policy is prohibited. The complainant and respondent will have timely and equal access to any information that will be used during informal and formal meetings.

**Past Relationships and Conduct**

Previous sexual relationships of the complainant and respondent with others generally are irrelevant. A past sexual relationship between the parties may or may not be deemed relevant by EAD. For example, past sexual encounters between the parties may provide insight on communication patterns for purposes of determining if effective consent was granted. However, other allegations of sexual misconduct may be considered only if determined relevant by EAD based on all relevant facts and circumstances.

**Standard of Proof**

Vanderbilt uses the preponderance of the evidence standard of proof. This standard looks at whether it is “more likely than not” that the policy was violated.

**Timeline**

The investigative process will typically be completed within 90 calendar days from the time the Director of EAD/Title IX Coordinator determines that an investigation will go forward. Given the many variables and factors that may arise in such cases, additional time may be needed in some cases. Any deviation from the 90-day time frame will be communicated in writing or by email to both the complainant and the respondent simultaneously, along with a new timeline and explanation of the reason for the extension of time.

**Parallel Investigations with Law Enforcement**

Complaints also may be filed with either VUPD or the Metro Nashville Police Department (MNPD).

Vanderbilt University Police Department
2800 Vanderbilt Place
The filing of a police report or the pendency of civil or criminal proceedings does not preclude EAD or any other department of Vanderbilt University from proceeding with its investigation and determination. The investigation and determination may be delayed until the police have finished gathering evidence but generally will not wait for the conclusion of any criminal proceeding. Vanderbilt encourages faculty, staff and fellows to report crimes to law enforcement.

**NOTE: Civil or criminal proceedings are separate and distinct from internal University proceedings and they may or may not run parallel to one another. However, the University may be required by law to provide information in civil or criminal proceedings.**

When VUPD is contacted about sexual assault and other criminal acts of a serious nature, it is required to contact MNPD. Typically, VUPD and MNPD detectives work together to assist victims. In most sexual assault cases, VUPD will provide assistance and MNPD will be the primary investigating agency. For all other offenses, VUPD will typically conduct the investigation and keep MNPD informed. Regardless of who conducts the primary investigation, VUPD detectives and other services are available to victims.

**Interim Measures**

Complainants and respondents may request interim measures and accommodations while an investigation is pending. These measures may include, but are not limited to:
- access to counseling services and assistance in setting up an initial appointment;
- changing work schedules, job assignments, or job locations;
- limiting or barring an individual’s or organization’s access to certain Vanderbilt-owned facilities or activities;
- providing an escort to ensure safe movement on campus;
- administrative leave;
- Vanderbilt-imposed leave or physical separation from individuals or locations.

**NOTE:** Individuals may also seek orders of protection, restraining orders, or other similar orders issued by a court of law and may be assisted in doing so by representatives from University offices, including, for example, VUPD and the Project Safe Center.

**Determinations**
At the conclusion of the investigation, EAD will determine, based on the preponderance of the evidence, whether the alleged acts occurred and violated the Campus SaVE Act Policy for Faculty, Staff and Fellows. EAD will provide its determination, including the basis for the determination, in writing to the complainant and the respondent simultaneously. When the respondent is determined not to have violated the policy, the matter will be closed. When the respondent is determined to have violated the policy, the determination will also be forwarded to the appropriate person, as indicated below.

Post-Determination Procedures

The University will follow the procedures identified below if EAD determines that a violation of this policy has occurred. Notwithstanding anything to the contrary in those procedures:

- The University shall provide simultaneous written notification to the complainant and respondent (1) of any initial, interim, or final decision by an official authorized to resolve disciplinary matters, (2) of any available appeal procedures for that decision, (3) of any change to that decision, and (4) of when that decision becomes final;
- The University will afford the complainant and respondent timely and equal access to any information that will be presented or discussed during informal and formal meetings and hearings, excluding interviews and other investigative meetings; and
- Proceedings will not be conducted by officials who have a conflict of interest or bias for or against a complainant or respondent.

Faculty

If EAD determines that a member of the faculty violated this policy, EAD will notify the appropriate Dean or official of the school in which the faculty member holds his or her primary appointment. After reviewing the determination, the Dean will follow the process for violations of the faculty standards of conduct set out in the Faculty Manual at Chapter 1, Section B, Paragraph 8. See http://vanderbilt.edu/faculty-manual/part-iv-disciplinary-actions-and-grievances/ch1-disciplinary-actions/.

Staff

If EAD determines that a staff member violated this policy, EAD will notify the department with which the staff member is affiliated and Human Resources. After reviewing the determination and in consultation with Human Resources, the department will follow the process for violations of Human Resources policies. See http://hr.vanderbilt.edu/policies/index.php

House Staff

If EAD determines that a house staff member violated this policy, EAD will notify the Program Director and the Office of Graduate Medical Education. After reviewing the determination and in consultation with the Office of Graduate Medical Education, the Program Director will follow the process set out in the House Staff Manual. See http://www.mc.vanderbilt.edu/documents/gme/files/HSManual.pdf.

Postdoctoral Fellows and Trainees
If EAD determines that a postdoctoral fellow or trainee violated this policy, EAD will notify the BRET Office of Postdoctoral Affairs (VUMC) and/or the Office of the Vice Provost for Research (VU). After reviewing the determination and in consultation with the appropriate office, the process for similar conduct violations will be followed.
Appendix

Offenses and Definitions

Offenses

The following conduct is prohibited:
- Dating Violence
- Domestic Violence
- Retaliation
- Sexual Assault
- Stalking

Definitions of Specific Offenses

- **Dating Violence** is sexual or physical abuse or the threat of such abuse, or other violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated. The existence of a social relationship of a romantic or intimate nature may be determined by the length of the relationship, the type of relationship, the frequency of the interactions between the persons involved in the relationship, and other relevant contextual factors. Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence** is a felony or misdemeanor crime of violence committed by
  - a person who is the current or former spouse or intimate partner of the person against whom the violence is perpetrated;
  - a person who shares a child in common with the person against whom the violence is perpetrated;
  - a person who is cohabitating or has cohabitated as a spouse or in the context of a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated; or
  - a person who has another type of intimate relationship, including as a parent, guardian, or other status defined by Tennessee law or University policy, with the person against whom the violence is perpetrated.

- **Sexual Assault** is any of the following offenses:
  - *Rape* is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the effective consent of the person against whom the act is perpetrated.
  - *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the effective consent of the person against whom the act is perpetrated.
  - *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - *Statutory rape* is sexual intercourse with a person who is under the statutory age of consent.

- **Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional
distress. Course of conduct means two or more acts, including, but 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 with or about a person, or interferes with a person’s property.

- **Retaliation** is any adverse action, or attempted adverse action, against an individual (or group of individuals) because of their participation in any manner in an investigation, proceeding, or hearing, including individuals who file a third-person report. Retaliation can take many forms, including sustained abuse or violence, threats, and intimidation. Any individual or group of individuals, not just a respondent or complainant, can engage in retaliation.

**Clarifications**

- **Effective Consent** is consent that is informed and freely and actively given. Effective consent requires mutually understandable words or actions indicating a willingness to engage in mutually agreed-upon sexual activity.
  - The person who wishes to engage in sexual activity with another bears the burden of specifically asking/obtaining permission if effective consent is in question or ambiguous.
  - Effective consent must be maintained by both parties throughout the sexual interaction.
  - Effective consent to sexual activity may be revoked at any time, at which point sexual activity must cease immediately.
  - A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor in order to convey or demonstrate a lack of effective consent.
  - This policy is predicated upon the requirement to obtain effective consent (communicating “yes” by word or action) rather than denial (saying “no”).
  - Previous sexual relationships of the complainant and the respondent with others are irrelevant, but a previous and/or current sexual relationship between the complainant and the respondent may or may not be relevant depending on the facts and circumstances, as to whether effective consent was sought or obtained.
  - Effective consent expires. Effective consent lasts for a reasonable time, depending on the circumstances. For example, effective consent on one occasion, whether on the same day or another day, may not carry over to another time.
  - Effective consent cannot be implied by attire, nor can it be inferred from the buying of dinner, the spending of money on a date, being invited or accepting an invitation to a person’s residence, or engaging in kissing or other foreplay.
  - One who is incapacitated as a result of alcohol or other drug consumption (voluntary and/or involuntary), or who is unconscious, unaware, asleep, or otherwise physically helpless, is incapable of giving effective consent. Because effective consent must be informed, an individual may not engage in sexual activity with another whom the individual knows, or should reasonably know, is incapacitated.
  - Because effective consent can never be provided by an incapacitated person, effective consent is deemed withdrawn when an individual becomes incapacitated at any point during sexual activity.
• Agreement or acquiescence obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation, or other forms of coercion, is not effective consent.
• A person’s age may be a factor in determining the ability to give effective consent.
• Agreement or acquiescence is not effective consent when given by the following:
  • individuals with a cognitive disability or other conditions that significantly limit their ability to understand the nature or extent of the action for which effective consent was requested;
  • incapacitated persons. (See “Incapacitation” below.)
• Force includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion.
• To coerce is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.
• Blacking out is an amnesia-like state that may be brought on by drugs, heavy drinking, or intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior. Afterwards the person has no recollection of all or part of the events that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out in that a person in a blackout remains conscious and operative.
• Incapacitation includes the inability to make a rational, reasonable decision. Incapacitation can result from the taking of GHB, Rohypnol, Burundang, Ketamine, or other sedatives or “date-rape” drugs, or excessive use of alcohol or other drugs. Evidence of incapacitation may include, but is not limited to, one or more of the following:
  • slurred speech
  • bloodshot eyes
  • the smell of alcohol on the breath
  • shaky equilibrium
  • vomiting
  • outrageous or unusual behavior
  • unconsciousness
  • elevated blood alcohol level
  • blacking out
A person wishing to engage in sexual activity with another must specifically determine the capacity of that potential sexual partner to provide “Effective Consent,” as explained above.
• Intoxication refers to a state of stupefaction, exhilaration or euphoria resulting from the ingestion of alcohol or other chemical substances.

Blacking out, incapacitation, and intoxication do not provide a valid explanation or excuse for violation of this policy.

Depending on the facts and circumstances, proof of intent may or may not be required to find a violation of this policy. For example, engaging in intercourse without obtaining effective consent constitutes a violation of the policy regardless of intent. On the other hand, intent may be an appropriate consideration in some complaints (such as when one person brushes up against another person in a crowded room).
Immediate Assistance

Any member of the Vanderbilt community who has experienced dating violence, domestic violence, sexual assault, or stalking may seek immediate assistance from one or more of the following resources. As discussed in the “Reporting an Incident” section above, some of these resources are subject to mandatory reporting requirements. This policy indicates the level of confidentiality offered by each of the listed on-campus resources.

Law Enforcement
- On Campus
  - Vanderbilt University Police Department (VUPD): 615-322-2745. Emergency: 911 or 615-421-1911 (Not confidential—required to notify EAD and local law enforcement in most circumstances).
- Community

Medical Service Providers
- On Campus
  - Vanderbilt University Medical Center Emergency Services: 615-322-0160 (Required to notify law enforcement when violent crime victims present for treatment of injuries).
  - Work/Life Connections – Employee Assistance Program: 615-936-1327 (Confidential—not required to notify EAD or law enforcement in most cases).
  - Faculty and Physician Wellness Program: 615-936-1327 (Confidential—not required to notify EAD or law enforcement in most cases).
  - Nurse Wellness Program: 615-936-1327 (Confidential—not required to notify EAD or law enforcement in most cases).
  - Occupational Health Clinic: 615-936-0955 (Required to notify law enforcement when violent crime victims present for treatment of injuries).
- Community
  - St. Thomas Midtown Hospital Emergency Department: 615-284-5555.
  - Nashville General Hospital at Meharry Emergency Department: 615-341-4000.
  - TriStar Centennial Medical Center Emergency Department: 615-342-1000.

Resources and Support
- Community
  - Sexual Assault Center Hotline: 1-800-879-1999.
  - YWCA Crisis and Information Line: 615-242-1199.

The law enforcement agencies listed above are available for emergency response, facilitating medical transport, investigating incidents of a criminal nature, referrals, and preserving evidence. VUPD also provides a support person for crime victims. As discussed below, VUPD is required to report potential violations of this policy to the Director of EAD/Title IX Coordinator and to report incidents of sexual assault and other criminal acts of a serious nature to MNPD.

The medical service providers listed above are available for treatment of injuries, preventative treatment for sexually transmitted diseases, other health services, and consultations. A Sexual Assault Nurse Examiner (SANE) is available to come to the Vanderbilt University Medical
Center Emergency Department upon request. Medical treatment and a forensic examination may aid in the preservation of relevant evidence. Tennessee law requires all medical personnel to report to law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault.

**Immediate Priority—Preserving Evidence:** To help preserve evidence, it is important for the victim not to change clothes or bedding and not take a shower, douche, or clean up until police have had a chance to gather evidence. If a victim has already changed clothes or cleaned up/showered, evidence may still be collected. Leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or bedding must be moved, try to keep each item separate to prevent transfer of body fluids or other trace evidence. Do not delete or destroy any text messages, emails, voicemails, written notes, or any other documents that may be relevant.

**Ongoing Assistance**

The following resources are available for ongoing assistance, regardless of whether the victim chooses to make an official report or participate in an investigation or criminal process. As discussed in the “Reporting an Incident” section below, some of these resources are subject to mandatory reporting requirements. This policy indicates the level of confidentiality offered by each of the listed on-campus resources.

**Counseling & Support**

- Work/Life Connections – Employee Assistance Program: 615-936-1327 (*Confidential— not required to notify EAD or law enforcement in most cases*).
- Faculty and Physician Wellness Program: 615-936-1327 (*Confidential— not required to notify EAD or law enforcement in most cases*).
- Nurse Wellness Program: 615-936-1327 (*Confidential— not required to notify EAD or law enforcement in most cases*).
- VUPD Office of Victim Services (support only): 615-322-2745 (*Not confidential— required to notify EAD and law enforcement of many reports*).
- Project Safe: Support Line (24/7/365): 615-322-SAFE (7233) (*Not confidential— required to notify EAD of reports*).