



**HUMAN RESOURCES**

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TO: Students, Faculty, Staff, and Administration

FROM: Linda M. Dodd, PHR  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer

DATE: January 26, 2016

SUBJECT: Take the First Step and be in the Know:  
Sexual Assault Awareness and Preventive Measures Resource Tool

BC3 is committed to working together to provide a safe, secure, and healthy teaching, learning and working environment free from discrimination and violence. Our goal is to make you more aware of sexual assault and steps for prevention. This is the first of several emails that you will be receiving from me as the Title IX Coordinator throughout 2014-2015 academic year to make you better informed about sexual violence awareness and prevention. An online training resource website will be forwarded to you soon.

**TITLE IX**

Title IX is a federal law that states, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." This federal law protects students, faculty, staff, administration, and visitors from sexual harassment and sexual assault, which are forms of discrimination covered by the College's Nondiscrimination Policy.

**NONDISCRIMINATION POLICY**

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; (2) that it does not subject students to unlawful discrimination in the admission process, take any

action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College Drive, Butler, PA 16002. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Academic Counselor and Disabilities Coordinator at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer at Ext. 8353 for more information.

For information regarding the College's Grievance Procedure, visit our website at [www.bc3.edu/humanresources/grievance-procedure.asp](http://www.bc3.edu/humanresources/grievance-procedure.asp) or contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

### **VIOLENCE AGAINST WOMEN ACT (VAWA)**

Violence Against Women Act is a federal law in response to the increasing violence against women in America. The Act has provisions ranging from funding of domestic-

violence programs to civil rights remedies for women and also men who were victims of gender-based attacks as well as expanding protection to lesbian, gay, bisexual, and transgender, including Native Americans and immigrants, which were added in 2013.

Sources: <http://definitions.uslegal.com/v/violence-against-women-act-vawa/>; <http://www.justice.gov/ovw/blog/celebrating-reauthorization-violence-against-women-act>

## **SEXUAL VIOLENCE TERMS AND EDUCATION**

### **DATING VIOLENCE**

Dating violence is an abusive behavior committed by a person, who exerts power and/or control over another individual, in a social, romantic, or intimate relationship with a partner. The frequency of interaction, length and type of relationship between partners will determine if such relationship exists.

Source: <http://family.findlaw.com/domestic-violence/what-is-domestic-violence.html>

### **DOMESTIC VIOLENCE**

Domestic violence is the occurrence of one or more of the following acts between family or household members, sexual or intimate partners, or persons who share biological parenthood.

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault, or incest with or without a deadly weapon.
2. Placing another in reasonable fear of imminent serious bodily injury.
3. False imprisonment.
4. Physically or sexually abusing minor children.
5. Knowingly or repeatedly committing acts toward another person, which reasonably cause fear of bodily injury.

Source: <http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/23/00.061.002.000..HTM>

### **SEXUAL ASSAULT**

Sexual assault occurs when an individual engages in unwanted sexual intercourse or deviate sexual intercourse without the other person's consent. This includes, but is not limited to, rape, incest, unwelcome physical or sexual touching, and/or threats.

Source: <http://statelaws.findlaw.com/pennsylvania-law/pennsylvania-sexual-assault-laws.html>

### **SEXUAL HARASSMENT**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment.

Source: BC3 Sexual Harassment Policy – <http://bc3.edu/humanresources/pdf/Sexual-Harassment-Policy.pdf>

### **STALKING**

Stalking occurs when an individual continually engages in actions and/or conduct that

cause another individual to reasonably fear bodily injury and/or suffer substantial emotional distress.

Source: <http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/00.027.009.001..HTM>

## **DRUG AND ALCOHOL- FACILITATED SEXUAL VIOLENCE**

Some attackers use drugs to incapacitate and/or have control over an individual to commit sexually-based acts known as "drug-facilitated sexual assaults." These colorless, odorless, and sometimes tasteless drugs can easily be slipped into a person's drink without that person's knowledge or consent.

Source: <http://www.911rape.org/drug-facilitated-sexual-assault-dfsa/overview>

Examples of common "date-rape drugs" and their effects are listed below.

### **ROHYPNOL**

A small white tablet that looks a lot like aspirin, acts as a sedative, and is effective within 30 minutes of ingestion.

Side Effects:

- Confusion
- Increased blood pressure
- Dizziness
- Drowsiness
- Memory impairment
- Muscle relaxation
- Nausea, aspiration on own vomit
- Unconsciousness
- Visual disturbances

Source: <https://www.rainn.org/get-information/types-of-sexual-assault/drug-facilitated-assault>

### **ECSTASY**

Ecstasy is commonly available in small pills, capsules, powder, and liquid forms. Individuals consuming ecstasy are extremely relaxed, less cognizant of their surroundings, and are less likely to be able to protect themselves from a sexual assault.

Side Effects:

- Blurred vision
- Chills and hypothermia
- Hallucinations
- Heat stroke
- Heart failure
- Increased blood pressure, pulse, and body temperature
- Loss of consciousness
- Nausea, aspiration on own vomit
- Sweating
- Strokes
- Seizures and/or tremors

Source: <https://www.rainn.org/get-information/types-of-sexual-assault/drug-facilitated-assault>

## **CONSENT**

Consent is defined as knowingly and willingly giving permission by action or word to mutually participate in a sexual activity. Silence does not imply consent to a sexual activity nor does agreeing to one type of sexual activity imply consent to other types of sexual activity. Consent can be withdrawn at any time during any sexual activity. Previous consent does not imply consent to future sexual activity.

A person, due to his/her age, may be incapable of giving legal consent. A statutory sexual assault occurs when an individual is under age 16 and the accused is four or more years older than the individual and they are unmarried. Regardless, it is considered rape of a child when the individual is under age 13.

Furthermore, some individuals may not be able to provide consent due to mental or physical incapacitation such as unconsciousness, intellectual disability, or being under the influence of drugs and/or intoxicants. Consent cannot be acquired by use of force, threats, intimidating behavior, or coercion. Use of drugs or alcohol will never excuse behavior that violates College policies.

Source: <http://www.ageofconsent.com/pennsylvania.htm>

## **RISK EDUCATION AND PERSONAL PROTECTION**

To reduce the risk of sexual violence and to better protect yourself, below are some steps that you can take:

- Familiarize yourself with your surroundings.
- Be aware of exits or possible escape routes.
- Arrange a safe place that you can go.
- Keep your keys in your hand when walking.
- Keep the car doors locked while driving and even when you are pumping gas.
- Avoid dimly lit and isolated areas.
- Walk with confidence.
- If a situation appears unsafe, leave immediately.
- Be cognizant of your surroundings at all times and only use one headphone.
- Make sure you have your cell phone.
- Avoid looking vulnerable by carrying too many things.
- Avoid being isolated with someone you do not trust or know.
- Never leave your drink unattended.
- Use a buddy system and do not go out alone.
- Set specific check in times with friends or family.
- Let someone know where you are going and when you will be home.
- Take an awareness class.
- Carry an intermediate defense tool such as pepper spray.
- Create distance between you and the threat.
- Let others around you know what is going on.
- Contact emergency services as soon as possible. If an act should occur on campus notify College administration.

Source: <https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-dangerous-situations>

## **BELOW ARE TIPS THAT CAN ASSIST YOU WHEN YOU ARE BEING PRESSURED:**

- Do not feel you must do something that you do not want to do.
- Have a signal that you can communicate with a family member or friend if you feel you are in an uncomfortable situation.
- Create distance from the situation and immediately report the situation to College administration.
- Make up an excuse to remove yourself from an uncomfortable situation.
- Remember that being coerced and made to feel uncomfortable is not your fault.

Source: <https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>

## **WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL VIOLENCE**

- Find a safe environment away from the attacker, have a friend stay with you, and understand you are a victim with rights and have done nothing wrong.
- Individuals are encouraged to report the assault to police by calling 911 and/or notify campus administration.
- Save any evidence of the assault – do not change your clothes, use the restroom, comb your hair, bathe, brush your teeth, eat, smoke, clean up the crime scene, or move anything the attacker may have touched. Also, it is beneficial to retain any text messages, emails, or voicemails pertaining to the assault.
- Seek immediate medical attention and ask the hospital to conduct a sexual assault kit exam to preserve forensic evidence. Identify any risks of sexually transmitted infections or diseases (STIs or STDs) and pregnancy. Request a urine sample be taken, if you suspect you were drugged.
  - Examples of STDs include, but are not limited to, Chlamydia, Gonorrhea, Hepatitis, Herpes, HIV/AIDS, HPV, PID, and Syphilis.
- Write down what you recall about the assault and the attacker.
- Remember, what happened is not your fault.
- Allow yourself time to recover from sexual violence.
- Seek professional counseling for assistance.

Source: <https://www.rainn.org/get-information/sexual-assault-recovery/tips-for-after-an-attack>

### **COUNSELING RESOURCES INCLUDE:**

#### **Center for Community Resources (CCR)**

212-214 South Main Street  
Suite 625  
Butler, PA 16001  
Toll Free Crisis Line: 1-800-292-3866

#### **National Sexual Assault Hotline**

1220 L. Street NW, Suite 505  
Washington, DC 20005  
1-800-656-HOPE

#### **Victim Outreach Intervention Center (VOICe)**

11 S. Cliff St.  
Suite 1-A  
Butler, PA 16001  
Hotline number: 1-800-400-8551

## **COLLEGE RESOURCES**

Contact one or more of the following:

**Police – 911**

### **BC3 Campus Police Department**

724-287-8711, Ext. 8394

Press the emergency button on any College phone or press the button on an Emergency Stanchion located in one of the following areas:

- In front of the Field House
- Pathway to campus at the South Parking Lot
- Pathway to Science & Technology Building

### **Linda M. Dodd**

Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
(Title IX Coordinator)

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## **SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

Butler County Community College is committed to providing a safe, secure, and healthy teaching, learning, and working environment free from sexual assault by providing sexual assault awareness and prevention programs.

If you are a victim of sexual assault, find a safe environment away from the attacker. To seek assistance and report a sexual assault call 911, contact Campus Police, and/or notify College administration. It is imperative to preserve all evidence to be used in proving that a sexual assault occurred. Seek medical attention and notify those involved that you are a victim of a sexual assault, identify any risks of sexually transmitted infections/diseases and/or pregnancy, and seek counseling, if necessary. In addition, write down as much as you can remember immediately following the attack. Understand you are a victim and this was not your fault. College administration is here to assist you by providing both internal and/or external resources regardless if you choose to criminally prosecute the offender or not.

Butler County Community College will act promptly to protect the rights of all individuals involved in a sexual assault matter. We support the victim's right to choose which avenues of assistance are most appropriate for him/her to pursue and the victim's right not to pursue, if he/she so chooses. Individuals who have been sexually assaulted have the right to:

- have the same opportunity to have others present during College disciplinary proceeding as does the accused;
- be informed of the outcome of any College disciplinary proceeding as does the accused;
- notify law enforcement authorities, including Campus Police and local police, along with the option to be assisted by College administration in notifying these authorities;
- change academic, working, and/or living situations, if applicable and reasonably available; and
- utilize the available counseling services below:

### **Center for Community Resources (CCR)**

212-214 South Main Street

Suite 625

Butler, PA 16001

Toll Free Crisis Line: 1-800-292-3866

Telephone Number: 724-431-3748

Website: <http://www.ccrinfo.org/>

### **National Sexual Assault Hotline**

1220 L. Street NW, Suite 505

Washington, DC 20005

Hotline: 1-800-656-HOPE

Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>



**Victim Outreach Intervention Center (VOICe)**

111 S. Cliff Street  
Suite 1-A  
Butler, PA 16001  
Hotline: 1-800-400-8551  
Telephone number: 724-776-5910  
Website: <http://www.voiceforvictims.com/>

**The Crisis Shelter of Lawrence County**

1218 W. State Street  
New Castle, PA 16101  
Hotline: 724-652-9036  
Telephone Number: 724-652-9206  
Website: <http://crisishelter.org/>

**Helping All Victims in Need (HAVIN)**

P.O. Box 983  
Kittanning, PA 16201  
Hotline: 1-800-841-8881  
Telephone Phone: 724-548-8888  
Website: <http://www.havinpa.org/contactnew>

**AWARE Inc.**

109 S. Sharpsville Avenue  
Suite D  
Sharon, PA 16146  
Hotline: 1-888-981-1457  
Telephone Phone: 724-342-4934  
Website: <http://www.merceraware.org/>

**CAPSEA, Inc.**

PO Box 464  
Ridgway, PA 15853  
Elk County Hotline: 814-772-3838  
Cameron County Hotline: 814-486-1227  
Website: <http://capsea.org/>

**PPC Violence Free Network**

29 Pearl Avenue  
Oil City, PA 16301  
Hotline: 814-677-7273  
Telephone Phone: 814-676-5476  
Website: <http://www.fscas.org/ppc-vfn.htm>

### **PA 2-1-1 Southwest**

Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.

Email: [info@pa211sw.org](mailto:info@pa211sw.org)

Website: <http://pa211sw.org/>

A sexual assault matter involving a student(s) will be referred to the Dean of Student Development. A student who violates any College policies will be subject to disciplinary action up to and including permanent dismissal and possible legal action.

A sexual assault matter involving an employee(s) will be handled by the Executive Director of Human Resources/Equal Opportunity Compliance Officer. An employee who violates any College policies will be subject to disciplinary action up to and including termination of employment and possible legal action.

### **CONFIDENTIALITY**

The College will treat all sexual assault matters with dignity and discretion. Every attempt will be made to protect the privacy of all individuals involved to the extent possible by law and to the extent that such confidentiality does not pose a direct threat to the individual or others or interfere with the investigation.

### **KNOW YOUR IX**

For more information on Title IX, please take two minutes and watch the following YouTube clip on "Know Your IX" at <https://www.youtube.com/watch?v=IFAs9fegJsl>.

Together we have a joint responsibility to cultivate a college community that embraces mutual respect of others and provides a safe and healthy teaching, learning, and work environment for our students, faculty, staff, and visitors here at Butler County Community College.

If you have any questions, please contact me at [linda.dodd@bc3.edu](mailto:linda.dodd@bc3.edu) or by phone at 724-287-8711, Ext. 8353.