



Title IX: Mandatory Training, Sexual Harassment and Sexual Violence, and How to Report It

Members of the Los Rios Community College District (LRCCD) Community:



LRCCD requires that every new employee complete Title IX Mandatory Training on Violence Intervention & Prevention (Not Anymore training) within 30 days of their initial hire date. To complete this training, go to: www.losrios.edu, click on “Employees”, and then click on “Employee Self Service (ESS)”. Employees logging in to this webpage for the first time may be required to first answer a questionnaire. Once you reach the Self Service pages, click on the “Title IX Mandatory Training” link in order to complete the “Not Anymore” training. This training will take approximately 30-40 minutes to complete and Human Resources will automatically be provided a record of your completion. Please note, if you completed this training as a student while enrolled within the LRCCD, your program progress will show as “Complete” and you are not required to retake this training.

Each year we must distribute to all enrolled students an Annual Notice of Consumer Information that covers a wide range of topics. The four Los Rios Colleges collect this information and make it available at http://www.losrios.edu/lrc/lrc_consumer_info.php. From this District webpage, students can link to the appropriate college webpages to review the information. This memo is to inform you of new developments and information regarding one of these topics: required information on sexual assault prevention, education and response.

The U.S. Department of Education mandates that colleges and universities take the necessary and appropriate steps to ensure a positive learning and working environment for students on campus, free from unlawful discrimination and sexual harassment. It is important to note that sexual assault – including sexual violence, relationship violence and stalking – is a violation of Title IX and a form of sexual harassment or discrimination.

We have prepared and compiled a set of resources and Los Rios District policies, all found on the District's General Counsel webpage at <http://www.losrios.edu/legal/gc-titleix.htm>, and invite you to become familiar with them so you can refer students as needed:

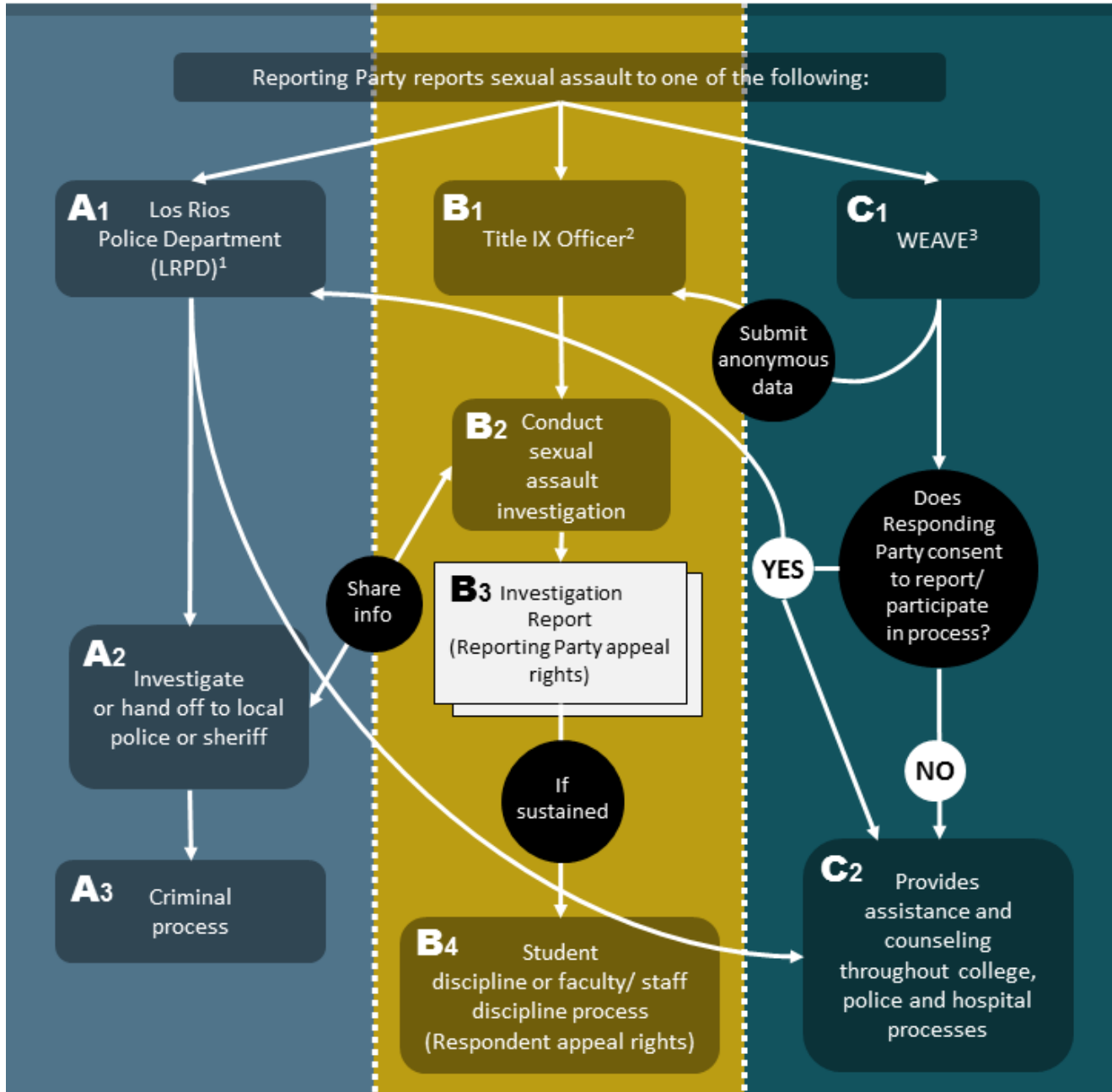
- Sexual Assault: Education and Resources Guide at <http://losrios.edu/legal/sexualassaultguide.pdf>
- WEAVE: Understanding Sexual Assault at http://losrios.edu/legal/understanding_sexual_assault.pdf
- A slide presentation on Title IX at http://losrios.edu/legal/titleix_slidepresentation.pdf
- The District's non-discrimination policy P-2113 at <http://www.losrios.edu/legal/Policies/P-2000/P-2113.pdf> and [regulation R-2113 at http://www.losrios.edu/legal/Regulations/R-2000/R-2113.pdf](http://www.losrios.edu/legal/Regulations/R-2000/R-2113.pdf)
- The District's sexual harassment policy P-2424 at <http://www.losrios.edu/legal/Policies/P-2000/P-2424.pdf>
- The District's sexual assault policy P-2541 at <http://www.losrios.edu/legal/Policies/P-2000/P-2541.pdf>
- The District's discrimination complaint procedures: P-2423 at <http://www.losrios.edu/legal/Policies/P-2000/P-2423.pdf> and [R-2423 at http://www.losrios.edu/legal/Regulations/R-2000/R-2423.pdf](http://www.losrios.edu/legal/Regulations/R-2000/R-2423.pdf)

The rest of this memo explains what all employees of the District must do if they receive a report of sexual assault. It incorporates existing practices and provides a common understanding of how the District and/or colleges will respond to complaints of sexual assault. The attached materials include an infographic followed by a narrative designed to help explain and describe the processes.

If you have any questions about any of these materials, please feel free to contact your college's Title IX Officer. The Title IX Officers are responsible for the coordination and administration of the District's non-discrimination and harassment policies based on sex. The current list of officers can be found at <http://losrios.edu/legal/Title%20IX%20Officers.htm>

SEXUAL ASSAULT

EMPLOYEE RESPONSE PROCESS



¹ Student/faculty discipline should be informed of report for interim remedies.

² If reported to any other employee of the District/College, they will refer the matter to the Title IX Officer.

³ A report to WEAVE is not a report to the college and the college will take no further action on those reports.

A Person Reports Sexual Violence (Reporting Party)

HOW THIS WORKS

A complaint of sexual violence generally must come to the attention of the District or college in one of two ways. The person who has experienced sexual violence (reporting party) or a third party close to him or her may report it to the:

- A. Los Rios Police Department (LRPD); or
- B. Title IX Officer (or any other employee of the District); or
- C. WEAVE Confidential Advocate, who is not an employee of the District or college and will not disclose the crime to the District/college or LRPD without permission.

A. The LRPD's Involvement

WHO	Los Rios Police Department (LRPD) On-campus police who provide police services at all Los Rios locations. Staffed with sworn armed police officers.
WHAT	<ul style="list-style-type: none">• Provide safety• Discuss confidentiality• Report to Title IX Officer• May report to local law enforcement, who may take over the investigation• Provide info about on- and off-campus resources• Refer matter to district attorney's office for prosecution
CONTACT	Any LRPD Police Officer (916) 558-2221 or 911

A1. IF SEXUAL VIOLENCE IS REPORTED TO THE LRPD

A Reporting Party may report the matter to the LRPD. The LRPD should provide for the safety of the reporting party, discuss confidentiality and provide information about on- and off-campus resources. As an arm of the justice system, the LRPD investigates and reports its findings to the District Attorney's Office. The LRPD's investigation is independent of and takes primacy over the Title IX Officer's investigation, but must be coordinated with that investigation. The LRPD will notify the college's Student Discipline Officer as necessary.

A2. INVESTIGATION

Based on the District's Memoranda of Understanding with the local police and sheriff's departments, the LRPD's investigation is often transferred to those agencies for further investigation.

A3. CRIMINAL PROCESS

The District Attorney decides, based on the investigation report it receives from the LRPD or local law enforcement agency, whether criminal charges will be filed, and how the criminal case is resolved.

B. The District/College Title IX Officer's Involvement

WHO	<p style="text-align: center; margin: 0;">Title IX Officer</p> <p style="margin: 0;">The employee charged with addressing claims of sexual assault.</p>
WHAT	<ul style="list-style-type: none"> • Provide safety • If you ask, connect you to police • Discuss confidentiality • Investigate • Take action to end any harassment or violence • Provide notice of outcome • Provide info about on- and off-campus resources
CONTACT	<p style="text-align: center; margin: 0;">Title IX Officer</p> <p style="margin: 0;">Online directory: tinyurl.com/grjyzh</p>

B1. IF SEXUAL VIOLENCE IS REPORTED TO THE TITLE IX OFFICER (OR ANY OTHER EMPLOYEE OF THE DISTRICT)

A reporting party may report the matter to the college's Title IX Officer. If a reporting party reports sexual violence to a District/college faculty member, staff member or administrator, the person receiving the complaint should:

- Immediately report the matter to the District/college's Title IX Officer and the LRPD; and
- Refer the reporting party to the Title IX Officer and/or the LRPD.

Upon receipt of a report, the Title IX Officer should ensure the reporting party is safe and confirm the matter has also been reported to the LRPD, if the reporting party has requested it. The Title IX Officer should discuss confidentiality with the reporting party.

B2. CONDUCT INVESTIGATION

Upon the receipt of a complaint of sexual violence, the District/college must:

- Investigate to determine if sexual violence has occurred;
- If sexual violence has occurred, take action to halt it immediately;
- In the interim, while the investigation is ongoing, protect the reporting party;
- Provide notice of the outcome; and
- Provide a grievance process.

These obligations are the District/college's and exist independent of the LRPD function.

In the case of sexual violence, the District/college's investigation will take place after the LRPD investigation, so as to not interfere with the primacy of the LRPD's investigation. However, the District/college's investigation cannot be indefinitely delayed. At some colleges, the Title IX Officer is also the Equity Officer. The Equity Officer's job is to conduct investigations of all discrimination complaints, including complaints of sexual harassment and sexual assault. Upon commencement of the investigation, the Equity Officer should interview the reporting party, the person alleged to

have committed the sexual violence (responding party), the witnesses and gather any documents or other evidence available.

B3. INVESTIGATION REPORT CONCLUSIONS

Upon the conclusion of the investigation, the Title IX Officer will issue a report confirming or denying that sexual violence occurred based upon the preponderance of evidence standard.

If sexual violence occurred: the matter is referred to Student Discipline or Human Resources.

If sexual violence did not occur: the reporting party has three appeal choices: a) to the Board of Trustees; b) to outside agencies; or c) to the state Chancellor's Office.

B4. DISCIPLINE

If the report concludes that sexual violence has occurred, either Human Resources (for employees) or Student Discipline (for students) will take the next steps in assessing what remedy to impose against the responding party. Depending on the misconduct, for students, the sanctions can range from counseling, to a reprimand, to suspension, to permanent expulsion. For employees, the sanctions can range from counseling, to a reprimand, to suspension, to termination.

Both the Student Discipline Process and the Human Resources Process are independent of the criminal process. Due process must be afforded to both the reporting party and the responding party, which typically means notice of the charges and the right to be heard. Responding parties who are employees have the added right to confront the reporting party.

Human Resources Process: This process starts with a notice of intent to discipline. If the discipline is more than a letter of reprimand, the District's Policies and Collective Bargaining Agreements allow the employee to appeal the findings and discipline by way of a hearing before an arbitrator. This hearing is very similar to a court hearing and the employee has the right to notice of the charges, to present evidence, to call witnesses and to cross-examine witnesses. At the hearing, the District must prove those charges to be true by a preponderance of the evidence. Upon the conclusion of the hearing, the hearing officer provides a recommendation to the Board of Trustees, which imposes the ultimate action.

Student Discipline Process: The Student Discipline Officer provides a notice of discipline to the student. The student against whom the charges are made has the right to appeal the matter to a student/faculty panel. That hearing is also similar to a court hearing; however, it is less formal. All questioning is done through the faculty/student panel. There is no right to confront, challenge or cross-examine. Students can appear by television or other means, if appropriate, to avoid further trauma to the reporting party.

C. WEAVE's Involvement

WHO	<p style="text-align: center;">WEAVE Confidential Advocate</p> <p>Person designated to receive a confidential report of sexual assault and to provide access to confidential assistance.</p>
WHAT	<ul style="list-style-type: none"> • Provide support services (advocacy, resources and information) • If you ask, connect you to police or college <p><i>*A report to WEAVE is not a report to the college and the college will take no further action on those reports</i></p>
CONTACT	<p>WEAVE Confidential Advocate</p> <p>(916) 568-3011</p> <p>WEAVEConfidentialAdvocate@losrios.edu</p>

C1. IF SEXUAL VIOLENCE IS REPORTED TO WEAVE CONFIDENTIAL ADVOCATE

WEAVE Confidential Advocates provide reporting parties with the opportunity to report sexual violence confidentially and obtain care and services they need.

- The WEAVE Confidential Advocate will provide support services and materials to the reporting party and inform him or her about the processes and resources available at the District/college, in the legal system and in the community.
- The WEAVE Confidential Advocate must also provide anonymous information regarding the circumstances of the sexual violence to the Title IX Officer in writing (email counts as writing).
- In turn, the Title IX Officer must provide this information to the LRPD in writing for inclusion in the annual Clery statistics.
- The WEAVE Confidential Advocate should ask the reporting party if he or she wishes to report to the Title IX Officer, to the LRPD, or to the local law enforcement agency, and/or participate in the process.

C2. ADVOCACY FUNCTION

If requested by the reporting party, the WEAVE Confidential Advocate will assist him or her in obtaining medical care, legal assistance and assistance at the District/college, as well as act as a support and advocate for him or her in the hospital, in the legal system and at the District/college.