



## Student Life Staff Protocol for Sexual Misconduct Disclosures

### Office of Human Resources & Compliance

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#### Introduction:

The following procedure is to be followed when any sexual misconduct is reported to Bethel College Student Life Staff, which includes all Bethel College Community Assistants (CAs).

Throughout the interaction with a sexual misconduct survivor,<sup>1</sup> Student Life Staff will provide *non-judgmental support*. Student Life Staff will assure the survivor of concern for their safety and well-being, and the willingness to assist. Student Life Staff will provide immediate support and short-term problem-solving. The primary goal will be to help the victim secure needed professional services. Student Life Staff does not provide ongoing peer counseling, but may be asked to touch base with the victim, as needed, for follow-up support.

In the event of a medical emergency or an ongoing threat to campus safety **call 9-1-1**.

#### Title IX Reporting Requirements:

As employees of Bethel College, all Student Life Staff members are **required to report** any allegations of sexual misconduct to the Title IX Coordinator. Reporting should take place immediately after the interaction with the victim.

The following offenses prohibited by the Bethel College [Equal Opportunity, Harassment, & Non-Discrimination Policy & Procedures](http://www.bethelks.edu/EqualOpp) (<http://www.bethelks.edu/EqualOpp>):

- |                               |                             |
|-------------------------------|-----------------------------|
| <b>1. Sexual Harassment</b>   | <b>4. Stalking</b>          |
| <b>2. Sexual Assault</b>      | <b>5. Dating Violence</b>   |
| <b>3. Sexual Exploitation</b> | <b>6. Domestic Violence</b> |

Additional information regarding employee response and best practices can also be found in the Bethel College *“Employee Guide for Responding to Sexual Misconduct Disclosures”* document. Copies are available in the Student Life Office, as well as on the public website.

#### Title IX Coordinator:

The Title IX Coordinator oversees Bethel College processes that address reported sexual misconduct. The Coordinator implements the College’s policies, provides appropriate training and resources, and ensures effective and timely responses to complaints of harassment, discrimination, and sexual misconduct—including sexual violence.

Jacob Gunden  
Director of Human Resources & Compliance, Title IX Coordinator  
Administration Building  
300 E. 27<sup>th</sup> St., North Newton, KS 67117  
Phone: (316) 284-5248  
Email: [titleixcoordinator@bethelks.edu](mailto:titleixcoordinator@bethelks.edu)

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<sup>1</sup> A note on language: Throughout this protocol the words “victim” and “survivor” are used interchangeably. Bethel College respects the decision of those who have experienced violence to identify as a victim or a survivor. The College recognizes that choosing to identify as a survivor is an important part of the healing process for some who have experienced sexual violence.

## Student Life Staff Sexual Misconduct Response:

### 1. Assess Immediate Medical and Safety Needs

- Determine if there are any injuries that demand medical attention. If so, contact Emergency Medical Services (9-1-1)
  - In the event that a sexual assault occurred within the past 5 days:
    - A confidential resource should be contacted immediately to explain medical treatment options (See *"How to contact a confidential resource"* below).
    - The CA/Student Life Staff will explain to the student that time is of the essence where medical services and retrieval of evidence are concerned, and that if the assault just occurred, the student should be careful not to inadvertently destroy evidence by showering or changing clothes.

Student Life Staff will ask if the victim has a safe place to go. If not, Student Life Staff will contact the Title IX Coordinator (during business hours) or the Vice President of Student Life in order to secure a safe place for the student.

### 2. Connect the Survivor to a Confidential Resource as Soon as Possible

- At the earliest possible moment, the survivor will be offered the opportunity to speak with a **confidential** resource of their choice: Bethel College Campus Counselor, Bethel College Campus Pastor, and/or Safehope (Harvey County's local sexual assault and domestic violence center).
  - Student Life Staff will encourage the student to speak directly with a counselor for support in understanding, evaluating and choosing among the services available, and will offer to facilitate such a meeting.
  - How to contact a Bethel College confidential resource:
    - Director of Wellness (Campus Counselor)\* – (316) 284-5326, 300 E. 27<sup>th</sup> St., North Newton, KS 67117, Basement Will Academic Center, [jhoopes@bethelks.edu](mailto:jhoopes@bethelks.edu), Regular Business Hours, M-F
    - Campus Pastor\* — (316) 284-5318, 300 E. 27<sup>th</sup> St., North Newton, KS 67117, Basement Administration Building, [munruh@bethelks.edu](mailto:munruh@bethelks.edu)
    - Speaking with a confidential resource does *not* mean that the student must make a report to Bethel College or to local law enforcement.
  - How to contact a Safehope Advocate:
    - Safehope\*, **Crisis Line** – (800) 487-0510 or (316) 283-0350, ([www.safehope.net](http://www.safehope.net)), 24/7  
Staff are available 24/7 off-campus, and are also typically on-campus on Tuesdays between 12:00-2:00pm in a private office on the second floor of the Administration Building.
  - Explain that a Bethel College confidential resource will:
    - Listen and provide sensitive, non-judgmental support
    - Review the victim's rights and resources
    - Explain the options available for support and accommodations
- If the survivor declines to speak with a confidential resource, the survivor will be informed that they have the option to speak with such a resource at a later time, regardless of how much time has passed since the incident occurred.

### 3. Distribute Resource Sexual Violence Brochure

- Provide the victim with a copy of the Bethel College ***"Sexual Violence, Intimate Partner Violence, & Stalking"*** resource. Copies are available in the Office of Student Life and all Residence Hall Offices, as well as on the public website. The packet contains information about their rights including notification about existing counseling, health, mental health, victim advocacy, reporting information, legal assistance, and other services available both on and off campus.

### 4. REPORT ALL DISCLOSED INFORMATION Regarding the Incident to the Bethel College Title IX Coordinator