Protocol and Resources for Faculty and Staff When Responding to a Disclosure of a Sexual Assault by a Student

Protocol

1. First and foremost, ensure the immediate safety of the student. If the student is in immediate danger or immediate need of medical attention, and agrees to seek medical attention, or if the assault presents an immediate danger to the University community (attack by a stranger on-campus, use of a weapon, attack by multiple assailants), contact the campus police or the local police (see Resources). Victims who agree to seek medical treatment will be encouraged to go to the hospital without showering, cleaning up, or changing clothes, as doing these things could destroy evidence.

   - SANE/SART programs and Sexual Violence Hotlines are also sources for immediate assistance (see Resources).
   - Make it clear to the student that their contact with you will not require them to pursue any type of formal institutional or criminal action nor will it require the reporting person to identify the victim or the alleged perpetrator.
   - A victim may choose not to seek medical help, counseling or legal help – his/her decision should be respected.
   - Whether or not to report the assault is the victim’s decision. There are many reasons a victim may decide not to report an assault – guilt, shame, fear of retaliation, reluctance to repeat details to police, etc.
   - As an employee, your job is not to act as a counselor or to assess or define the assault, or to determine whether or not the assault actually occurred, but to refer the person to personnel that are trained to help victims of sexual assault (see Resources). A victim’s major decision points are:
     - Whether or not to seek medical attention;
     - Whether or not to contact the police;
     - Whether or not to seek prosecution;
     - Whether or not to bring charges through University policies;
     - Sharing the details with family, friends and other immediate support systems;
     - Seeking professional counseling/therapy.

2. Make the student aware of counseling and advocacy services and options for help such as Sexual Violence Hotlines, UMDNJ Student Wellness, UMDNJ Student Health Services (see Resources).

3. Inform the student of his/her rights as a victim of sexual assault. Notifying the police does not require the victim to pursue criminal prosecution or institutional disciplinary action. Rights include:
   - Contacting Public Safety to file criminal charges or report any issue regarding physical security, or contacting local police;
   - Filing civil charges through the courts;
   - Independent of filing criminal or civil charges, pursuing charges through University policies (see Resources), if the alleged assailant is part of the UMDNJ community.
   - Deciding to file no charges;
   - Rights as outlined in the Campus Sexual Assault Bill of Rights (see Resources).

June 2012
4. Helpful Responses when Communicating with a Victim of Sexual Assault:

- Listen without interrupting. Encourage the student to take his/her time, if necessary.
- Don’t panic. Remain calm and concerned.
- Respect the language the student uses to identify what’s happened.
- Understand that individuals from different cultural backgrounds may express or experience their reactions to an assault in different ways.
- Allow for tears and expression of feelings.
- Validate the student’s experiences or reactions.
- Believe and support the student.
- Acknowledge courage and discomfort.
- Remind the student that he/she is not at fault.
- Help the student identify safe individuals within his/her existing support system.
- Encourage the student to seek medical attention and/or counseling.
- Allow the student to make his/her own decisions.
- Ask what you can do to be supportive.
- Provide resources and options.

Unhelpful Responses:

- Asking “why” questions or other questions that might imply blame.
  (i.e. “Why didn’t you yell,” “What were you doing there?”)
- Blaming or judging the student’s actions.
  (i.e. “You shouldn’t have had so much to drink”)
- Dismissing the student’s feelings or minimizing his/her experience.
  (i.e. “You should just forget about it”)
- Trying to “fix” the problem.
  (i.e. pressuring them to report and/or telling them what to do)

Above all, do no harm. Sometimes, when individuals feel overwhelmed by just having heard someone’s story, people feel “pressured” to do something. When this occurs, oftentimes people unintentionally say things that could be hurtful. You don’t have to say anything.

5. Report the incident to the Vice President for Academic Affairs, (973) 972-4380; if the student wishes to remain anonymous, you do not have to identify her/him.
Resources for Responding to a Disclosure of a Sexual Assault by a Student

If the student is in immediate danger or immediate need of medical attention, or if the assault presents an immediate danger to the University-community (attack by a stranger on-campus, use of a weapon, attack by multiple assailants), contact:

**UMDNJ Public Safety/Local Police:**

Newark Campus  
On Campus: 973-972-4490 or 222  
Off Campus: 911 for the local Police Dept.

New Brunswick/Piscataway Campus  
On Campus: 732-235-4000  
Off Campus: 911 for the local Police Dept.

Camden/Stratford Campus  
On Campus: 856-757-7777  
Off Campus: 911 for the local Police Dept.

Scotch Plains Campus  
On Campus or Off Campus: 911 for the local Police Dept.  
Non-Emergency Number: 908-889-2485

**Other resources for immediate help:**

**Sexual Violence Programs in New Jersey - Hotline Phone Numbers by County:**

**ATLANTIC COUNTY Women's Center**  
P.O. Box 311  
Northfield, NJ 08225  
Office Phone/Hotline: 609-646-6767  
Hotline: 800-286-4184  
Fax: 609-645-8877  
TTY: 609-645-2909

**CAMDEN COUNTY**  
Services Empowering Rights of Victims Center for Family Services  
584 Benson Street  
Camden, NJ 08103  
Office: 856-964-1990 ext. 232  
Hotline: 1-866-295-SERV  
Fax: 856-964-0242

**YWCA of BERGEN COUNTY**  
2 University Plaza  
2nd Floor, Suite 208  
Hackensack, NJ 07601  
Hotline: 201-487-2227  
Fax: 201-487-5990  
TTY: 201-487-0916

**CONTACT of BURLINGTON COUNTY**  
P.O. Box 333  
Moorestown, NJ 08057  
Office: 856-234-5484  
Hotline: 1-866-234-8888/5006  
Fax: 856-778-3880  
June 2012
CAPE MAY COUNTY
The Coalition Against Rape and Abuse
(C.A.R.A.)
P.O. Box 774
Cape May Court House, NJ 08210-0774
Toll Free: 877-294-2272
Phone: 609-522-6489
Fax: 609-463-0967
TTY: 609-463-0818
www.cara-cmc.org
E-mail: carasafe1@verizon.net

CUMBERLAND COUNTY
Services Empowering Rights of Victims
Center for Family Services
3642 E. Landis Ave./Vineland, NJ 08360
Voicemail: 856-696-2032
Fax: 856-696-7336
Hotline: 866-295-7378

ESSEX COUNTY Rape Care Program
204 Claremont Avenue
Montclair, NJ 07042
Office: 973-746-0800
Hotline: 877-733-CARE (2273)
Fax: 973-746-2822

GLOUCESTER COUNTY
Services Empowering Rights of Victims
Center for Family Services
PO Box 566
Glassboro, NJ 08028
Office: 856-881-4034
Fax: 856-881-4042
Hotline: 866-295-7378 or 856-881-3335
http://www.centerffs.org/programs/SERV2.htm

HUDSON COUNTY Rape Crisis Center
Christ Hospital Counseling and Resource Center
179 Palisades Avenue
Jersey City, NJ 07306
Office: 201-795-8375
Hotline: 201-795-5757
Fax: 201-795-8149

SAFE in HUNTERDON
47 East Main Street
Flemington, NJ 08822
Office: 908-788-7666
Fax: 908-788-2799
Hotline: 908-788-4044
24 Hour Toll Free Hotline at 1-888-988-4033
E-mail: agency@safeinhunterdon.org or
Internet: http://www.safeinhunterdon.org

MERCER COUNTY
Womanspace
1530 Brunswick Avenue
Lawrenceville, NJ 08648
Office: 609-394-0136
Hotline: 609-394-9000
Fax: 609-396-1093
www.womanspace.org

MIDDLESEX COUNTY
Rape Crisis Intervention Center
29 Oakwood Avenue
Edison, NJ 08837
Phone: 732-321-1189
Fax: 732-549-4060
24-Hour Hotline: 877-665-7273
E-mail: rapecrisis@co.middlesex.nj.us

MONMOUTH COUNTY Rape Crisis Services
180, Turning Lives Around, Inc.
1 Bethany Road, Bldg. 3, Suite 42
Hazlet, NJ 07730
Office: 732-264-4111
Hotline: 732-264-RAPE
Fax: 732-264-8655
TTY: (732) 264-3089
Web Address: http://www.180nj.org

MORRIS COUNTY Sexual Assault Center
Morris County Sexual Assault Center
95 Mt. Kemble Avenue
ABH Box #52
Morristown, NJ 07962
Main #: 973-971-4754
Fax: 973-290-7614
Hotline: 973-829-0587
OCEAN COUNTY Rape Crisis Services
St. Francis Counseling Service
4700 Long Beach Boulevard
Brant Beach, NJ 08008
Office: 609-494-1554
Hotline: 609-494-1090
Fax: 609-361-9653
TTY: 609-494-0441

PASSAIC COUNTY Rape Crisis Services
Passaic County Women’s Center
PO Box 244
Patterson, NJ 07543
Office: 973-881-0725
Hotline: 973-881-1450
Fax: 973-881-0938
TTY: 973-278-8630

SALEM COUNTY Rape Crisis Services
Salem County Women’s Services
PO Box 125
Salem, NJ 08079
Office: 856-935-8012
24 Hour Emergency Hotline: 856-935-6655
Fax: 856-935-6165
TTY: 856-935-7118

SOMERSET COUNTY Sexual Assault Support Services
Women’s Health and Counseling Center
71 Fourth Street
Somerville, NJ 08876
Office: 908-526-2335, ext. 130
Hotline: 908-526-7444
TTY: 908-809-1597
E-mail: ctsiopoulos@womenandhealth.org

SUSSEX COUNTY
Domestic Abuse & Sexual Assault Intervention Services
PO Box 805
Newton, NJ 07860
Office: 973-300-5609
24 Hour Hotline: 973-875-1211
TTY: 973-875-6369
Fax: 973-579-3277
Collect calls accepted.
E-mail: info@dasi.org
Website: www.dasi.org

UNION COUNTY Rape Crisis Center
300 North Avenue East
Westfield, NJ 07090-1499
Office & Hotline: 908-233-RAPE (7273)
Fax: 908-654-0260
Website:
http://www.ucnj.org/humansvc/planning/rape.html

WARREN COUNTY Rape Crisis Services
Domestic Abuse and Rape Crisis Center
PO Box 88
Washington, NJ 07882
Natl. Hotline: 866-6BE-SAFE (623-7233)
Fax: 908-453-3706
TTY: 908-453-2553
New Jersey SANE/SART Programs (Sexual Assault Response Team/Sexual Assault Nurse Examiners)
(Alphabetical, by county)

Provide crisis intervention, information and advocacy to individuals who are victims of a sexual assault.

Atlantic County
Coordinator:
Lois Worth, RN, FN-CSA
Contact Information:
Atlantic County Women's Center
P.O. Box 311
Northfield, New Jersey 08225
609-646-1180 ext 405
sanelaw@hotmail.com
SART Sites:
Atlanticare Regional Medical Center
Center-City Campus;
William B. Kessler Hospital;
Shore Memorial Hospital.
Non-SART Sites:
Atlanticare Regional Medical Center
Center-Mainland

Burlington County:
Coordinator:
Patsy Michalke, RN
Contact Information:
Burlington County Prosecutor's Office
49 Rancocas Road, P.O. Box 6000
Mount Holly, New Jersey 08060
609-265-5894
SART Sites:
Virtua Memorial, Mt. Holly;
Virtua, Mariton;
Lourdes Medical Center, Willingboro
Deborah Heart & Lung Center, Pemberton

Camden County:
Coordinator:
Francina Pendergrass, RN, FN—CSA
Contact Information:
Camden County Prosecutor's Office
25 North Fifth Street
Camden, New Jersey 08102
856-365-3111
SPendergrass@ccporsecutor.org
SART Sites:
Our Lady of Lourdes Medical Center;
Cooper Health Systems;
Kennedy University Hospital – Stratford
Virtual Voorhees--Voorhees

Cape May County
Coordinator:
Lynn Rybicki, RN, FN-CSA
Contact Information:
Cape May County Prosecutor's Office
4 Moore Road, DN-110
Cape May Court House, New Jersey 08210
609-463-5163
lrybicki@cmcpors.net
SART Sites:
Cape Regional Medical Center
Cumberland County
Coordinator:
Christina Swain, RN, FN-CSA
Contact Information:
Cumberland County Prosecutor's Office
154 Sunny Slope Drive
Bridgeton, New Jersey 08302
856-391-3600
chrissw@co.cumberland.nj.us
SART Sites:
South Jersey Regional Medical Center

Hunterdon County
Coordinator:
Teresa Cleary-Knight, RN, FN-CSA
Contact Information:
Hunterdon County Prosecutor’s Office
P.O. Box 756
Flemington, New Jersey 08822
908-284-6182
Tknight@co.hunterdon.nj.us
SART Site:
Hunterdon Medical Center

Essex County
Coordinator:
Alicia Seery, RN, FN-CSA
Contact Information:
Essex County Prosecutor’s Office
185 Washington Street
Newark, New Jersey 07102
973-753-1114
alecia.seery@njeppo.org
SART Sites:
Newark Beth Israel Medical Center
Mountainside Hospital
St. Barnabas Medical Center
UMDNJ University Hospital

Mercer County
Coordinator:
Jane Reynolds, BSN, RN, FN-CSA, SANE-P
Contact Information: Mercer Co. Court House
P.O. Box 8068
Trenton, New Jersey 08650
609-278-4880
jreynolds@mercercounty.org
SART sites:
Capital Health Systems - Helene Fuld Campus
Capital Health Systems - Hopewell Campus
Robert Wood Johnson University Hospital-Hamilton

Gloucester County
Coordinator:
Eileen Caraker, RN FN-CSA
Contact Information:
Hunter and Euclid Street
P.O. Box 623
Woodbury, New Jersey 08069
856-384-5555
ecaraker@co.gloucester.nj.us
SART Sites:
Underwood-Memorial Hospital;
Kennedy University Medical Center
Washington Twp.

Middlesex County
Coordinator:
Eileen Aiossa, RN, FN-CSA
Contact Information:
Middlesex County Prosecutor’s Office
100 Bayard Street
New Brunswick, New Jersey 08901
732-745-3338
eileen.aiossa@co.middlesex.nj.us
SART Sites:
Middlesex County Health Department
Robert Wood Johnson University Hospital
St. Peter’s University Hospital
Princeton Health Care System

Hudson County
Coordinator:
Farkhanda Farooqi, RN, BSN, FN-CSA
Contact Information:
Hudson County Prosecutor’s Office
SAVA Unit, 555 Duncan Avenue
Jersey City, New Jersey 07306
201-795-6400 Ext. 6884
ffarooqi@hcopo.org
SART Sites:
Christ Hospital; Hoboken University Hospital
June 2012
Monmouth County
Coordinator:
Eileen Allen, RN, FN-CSA
Contact Information:
Monmouth County Prosecutor's Office
132 Jerseyville Avenue
Freehold, New Jersey 07728
732-866-3570
eallen@co.monmouth.nj.us
SART Sites:
Bayshore Community Hospital
CentraState Healthcare
Jersey Shore University Medical Center
Monmouth Medical Center
Riverview Medical Center

Morris County
Coordinator:
Marnie Sperling, RN, BSN, DMD, FN-CSA
Contact Information:
Morris County Prosecutor's Office
P.O. Box 900
Morristown, New Jersey 07963
973-285-6367
msperling@co.morris.nj.us
SART Sites:
Chilton Memorial Hospital
Morristown Memorial Hospital
St. Clare's Hospital - Denville
St. Clare's Hospital - Dover

Ocean County
Coordinator:
Rita O'Connor, RN, FN-CSA
Contact Information:
Ocean County Prosecutor's Office
119 Hooper Avenue, P.O. Box 2191
Toms River, New Jersey 08754
732-831-7989
ro'connor@co.ocean.nj.us
SART Sites:
Ocean Medical Center
Community Medical Center
Kimball Medical Center
Southern Ocean Community Hospital

Passaic County
Acting Coordinator:
Joanne Hatt
Contact Information:
Passaic County Prosecutor's Office
401 Grand Street
Paterson, New Jersey 07505
973-699-7537
jhatt@passaiccountynj.org
SART Sites:
St. Joseph's Regional Medical Center
Saint Mary's Hospital
Chilton Hospital

Somerset County
Coordinator:
Patti Catarozolo, PhD, RN, FN-CSA
Contact Information:
Somerset County Prosecutor's Office
40 N. Bridge Street, P.O. Box 3000
Somerville, New Jersey 08876
908-575-3426
yost-catarozolo@co.somerset.nj.us
SART Sites:
Somerset Medical Center

Sussex County
Coordinator:
Patricia Lynch, RN
Contact Information:
Newton Memorial Hospital
175 High Street
Newton, New Jersey 07860
973-383-2121, Ext. 2992
SART Sites:
Newton Memorial Hospital
St. Clare’s - Sussex
Union County
Coordinator:
Felicia Greulich, RN, FN-CSA
Contact Information:
Runnells Hospital
40 Watchung Way
Berkeley Heights, New Jersey 07922
908-771-6728
SART Sites:
Overlook Medical Center
Robert Wood Johnson University Hospital—Rahway
Trinitas Regional Medical Center
The Satellite Emergency Dept on the JFK-Muhlenberg Campus—Plainfield

Warren County
Coordinator:
Lois Magill, RN, FN-CSA
Contact Information:
Warren County Prosecutor’s Office
413 Second Street
Belvidere, New Jersey 07823
908-475-6275
loiserrn@comcast.net
SART Sites:
Hackettstown Regional Medical Center
St. Luke’s Warren Hospital
Sources of Medical and Mental Health Assistance at UMDNJ:

Student Health Services:

Newark Campus
Student Health Service
Doctor's Office Center, 90 Bergen Street, Suite 1750, Newark
973-972-8219

New Brunswick/Piscataway Campus
Student Health Service
Monument Square, 317 George Street, First Floor, New Brunswick
732-235-5160

Stratford Campus
Student Health Service
University Doctors Pavilion, 42 East Laurel Road, Suite 2100B, Stratford
856-566-6825

Camden Campus
Student Health Service
Ambulatory Care Building, 3 Cooper Plaza, Suite 215, Camden
856-342-2439

Student Wellness Program (counseling, crisis intervention) Services available 24/7:

EMERGENCIES after 5:00 p.m. & weekends – 1-800-327-3678

Monday-Friday, 9:00 a.m. to 5:00 p.m.

Newark Campus/Scotch Plains Campuses
UMDNJ-University Behavioral HealthCare
Student Wellness Program
183 South Orange Avenue, Newark
973-972-5429

New Brunswick/Piscataway Campus
UMDNJ-University Behavioral HealthCare
Student Wellness Program
501 Hoes Lane, Suite 202, Piscataway
and
671 Hoes Lane, Piscataway
732-235-5930

Stratford/Camden Campuses
UMDNJ-University Behavioral HealthCare
Student Wellness Program
One Echelon Plaza, Suite 101, 227 Laurel Road, Voorhees
856-770-5750

June 2012
Informational Resources

Campus Sexual Assault Bill of Rights (Pursuant to NJSA 18A, Chapter 61E)

Introduction

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

Applicable state and federal laws and institutional rules and regulations governing interpersonal behavior limit the boundaries of personal freedom. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

The campus sexual assault victim's Bill of Rights was adopted by the New Jersey Commission on Higher Education and enacted by the State of New Jersey, effective September 1, 1995.

Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or;
- When the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy;
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity;
- To be free from any suggestion that victims are responsible for the commission of crimes against them;

June 2012
• To be free from any pressure from campus personnel to:
  • Report crimes if the victim does not wish to do so;
  • Report crimes as lesser offenses than the victim perceives the crime to be;
  • Refrain from reporting crimes;
  • Refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources on and Off Campus

• To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities;
• To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling;

To be informed of and assisted in exercising:
  • Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy;
  • Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

• To be afforded the same access to legal assistance as the accused;
• To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused;
• To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

• To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
• To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
• To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights
  • To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants;
  • To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

June 2012
Types of Assaults

Simple Assault: The attempt to cause or purposely, knowingly, or recklessly causing bodily injury to another.

Aggravated Assault: An attack by one person upon another, in which the offender causes or attempts to cause severe bodily injury, or uses or displays a weapon.

Harassment: A course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy an individual.

Domestic Violence: Emotional, psychological, physical, sexual, or economic abuse that one person in an intimate relationship uses in order to control the other.

Sexual Assault: Sexual penetration; meaning "vaginal intercourse, cunnilingus, fellatio or anal intercourse between persons or the insertion of a hand, finger or other object in the anus or vagina by either the actor or upon the actor's instruction. The depth of insertion shall not be relevant" (NJSA 2C:14-1).

Criminal Sexual Contact: "Intentional, non-consensual touching by the victim or actor, either directly or through clothing, of a victim's or actor's sexual organs, genital area, anal area, inner thigh, groin, buttock or breast, for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor" (NJSA 2C:14-3).

University Policies:

- Discrimination, Harassment and Other Inappropriate Workplace Conduct (00-01-35-60:00)
  - See Section VI.C. “Sexual Assault”

- Student Rights, Responsibilities and Disciplinary Procedures (00-01-25-50:00)
Protocol and Resources for Faculty and Staff When Responding to a Disclosure of a Sexual Assault by a Student

**Decision Tree**

**Student reports incident of sexual assault**

- **Student is in need of immediate medical attention AND/OR there is an immediate threat of danger to the student or campus community**
  - **Contact Public Safety or local Police**
    - Victims agreeing to seek medical help are encouraged to go to the hospital without showering or changing
    - Report incident to Vice President for Academic Affairs – If the student wishes to remain anonymous, you do not have to identify him/her

- **Immediate medical attention not needed/no immediate threat OR student refuses medical attention**
  - Inform student of resources for immediate help: Campus Public Safety, Local Police, Sexual Violence Hotlines, SANE/SART Programs
  - Make student aware of counseling, advocacy services & rights: Sexual Violence Hotlines, UMDNJ Student Wellness, UMDNJ Student Health Services, Campus Sexual Assault Bill of Rights, Title IX Coordinator
  - Victim may choose not to seek help, counseling or legal help – her/his decision should be respected.
    - Victim’s major decision points:
      - >Seek medical attention?
      - >Contact police? >Seek Prosecution?
      - >Bring charges through UMD policies?
      - >Share details w/ family, friends, etc?
      - >Seek professional counseling/therapy?