

# Making a Report

Washington Adventist University strongly encourages the reporting of any incident of sexual assault, dating violence, domestic violence, and stalking. All reported instances of sexual assault, dating violence, domestic violence, and stalking will be investigated, with appropriate disciplinary and or legal action taken with the consent of the complainant.

In the event of a life-threatening or extreme emergency call 911 and contact the Department of Public Safety at extension 4019 or 301-891-4019.

The University recognizes the importance of responding to survivors of sexual assault, dating violence, domestic violence, and stalking, by providing access to services and resources in the areas of advocacy, conduct concerns, and counseling or emotional support. Care for and consideration of the complainant's wishes and needs will be used to guide our response throughout the process. These procedures apply regardless of the sexual orientation of individuals engaging in non-consensual sexual activity or subjected to sexual assault or violence.

## Confidential Communications

All requests for confidentiality will be referred to the Crime Victim Advocate (301-891-4019) to whom the privilege of confidentiality attaches. You can also send an e-mail to [dsscva@wau.edu](mailto:dsscva@wau.edu). All e-mails are kept confidential.

## Off Campus Resources Contact Information:

### **Counseling Services Center:**

301-653-6388

### **Takoma Park Police (Non-emergency)**

301-270-1100

### **Montgomery County Police (Non-emergency)**

270-773-6800

### **Sexual Assault Legal Institute**

301-565-2277

### **Maryland Coalition Against Sexual Assault (MCASA)**

301-328-7023

### **Victim Assistance and Sexual Assault Program (VASAP)**

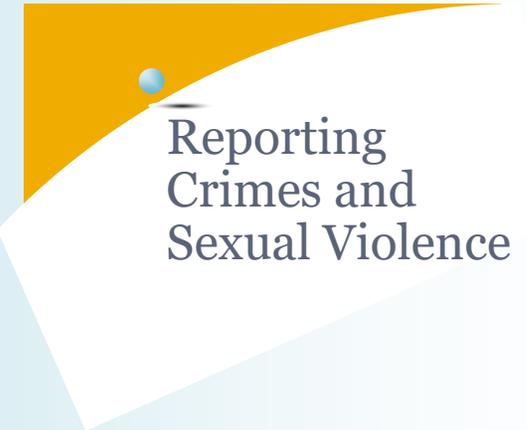
240-777-1355

### Campus Escort Service

The Department of Public Safety provides vehicle or walking escorts to campus community members.

For escort services, please call

301-891-4019.



7600 Flower Avenue  
Takoma Park, MD 20912

Phone: 301-891-4019  
E-mail: [jcake@wau.edu](mailto:jcake@wau.edu)

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*Washington  
Adventist University*

*Crime Victim Advocate  
John Cake*

{ Tel: 301-891-4019 }

## Education & Prevention Programs

The University provides crime prevention information for all University community members, including information concerning the prevention of the following Criminal homicide, sex offences forcible and non-forcible, Aggravated and Simple Assault, Robbery, Burglary, Motor Vehicle theft, Arson, Hate Crimes, Arrest and discipline referrals, Larceny-theft, Vandalism, Intimidation/ Bullying and sexual assault.

Counseling services are available to all students, faculty, and staff through the Counseling Center. Their office is located on the 4th floor of Wilkinson Hall in the Psychology Department, Room 426.

## Intervention/Immediate Response

If a complainant comes to you...

- Make sure the complainant is no longer in danger and is in a safe place.
- Inform the complainant of his or her right to contact law enforcement and/or public safety officials.
- Recommend immediate medical attention if the assault occurred within the last 120 hours. If the complainant has been raped, the complainant should have a complete medical exam to help identify physical injury and disease. Survivors of assault can get a “Jane Doe” SAFE exam, which means that they can get an exam to preserve evidence without having to decide if they want to file a police report right away. The complainant should be advised not to bathe as this will destroy evidence that may support a legal case against an assailant. This should be done whether or not the complainant has decided to report the incident to law enforcement so that the complainant preserves evidence while giving consideration to options. In cases requiring emergency care, contact local emergency services by calling 911.
- If an assault occurred 120 hours before the report, all of the above procedures may still apply, except for the collection of evidence. Medical attention is still needed to check for injuries, sexually transmitted infections and pregnancy. Medical attention does not need to occur at a hospital. The complainant may seek care at a location of his/her choice.

## Reporting Sexual Violence

*(dating violence, domestic violence, sexual assault and stalking)*

The decision to report an assault is the decision of the complainant. The complainant has the right to choose to pursue criminal prosecution, college judicial action or both, or may decide to take no action. However, any observed non-consensual sexual activity must be reported by the observer of such activity, to Public Safety and the Title IX Coordinator.

Complainants who make complaints are protected from retaliation pursuant to this procedure and the University’s policy against Sexual Harassment. Any retaliation against an individual who has complained about sexual assault or sexual violence, or retaliation against individuals for cooperating with an investigation of a complaint of sexual assault or sexual violence, is a violation of this policy.

## Complaint Procedure

A complainant is encouraged to contact any “trusted” person. Any University representative or designated responsible employee (President, Vice Presidents, Deans, Directors, and all members of Human Resources, Public Safety and Student Affairs) who is contacted about a sexual assault may, with the survivor’s permission, contact the following departments:

Department of Public Safety: 301-891-4019  
Takoma Park Police Department: 301-270-1100  
Montgomery County Police Department: 240-773-6800

## Title IX

Any University representative or designated responsible employee (President, Vice Presidents, Deans, Directors and all members of Human Resources, Public Safety and Student Affairs) who is contacted about a sexual assault, dating violence, domestic violence, or stalking, must also inform the Title IX Coordinator for the University of an incident. All complaints of sexual violence or assault, even if made anonymously or confidentially, must be brought to the immediate attention of the Title IX Coordinator for the University.

The Title IX Coordinator for the University is  
John Cake, Director of Public Safety  
Development. Phone: 301-891-4019  
Email: [jcake@wau.edu](mailto:jcake@wau.edu)

## Rights of Complainants and Respondents

- A complainant shall be informed of options to notify law enforcement.
- Complainants and respondents will be treated with dignity and respect and in a non-judgmental manner. Reports will be addressed as promptly and completely.
- Complainants who report a sexual assault will generally not be charged with alcohol or drug use, even if alcohol or drugs were involved.
- Campus and community counseling services available to students will be identified.
- Complainants and respondents will be afforded the opportunity to request immediate transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available.
- Complainants and respondents are entitled to know all evidence and testimony being utilized in decision making.
- Complainants and respondents will be notified simultaneously, and in writing, of the outcome of Title IX proceedings. Both the complainant and respondent will be informed of his/her respective right to appeal the decision. The imposition of sanctions will normally be deferred during the pendency of appellate proceedings, at the discretion of the Title IX Coordinator.

## Procedures for On Campus

### Disciplinary Action

Washington Adventist University procedures for disciplinary action are set forth in full in the College Policy on Sexual Misconduct which is available through the University’s website at <https://www.wau.edu/title-ix-your-rights/>

### Possible Sanctions

The University does not tolerate sexual misconduct in any form. Where there is reason to believe that University regulations prohibiting sexual assault have been violated, the University will pursue disciplinary action. Should a student be found in violation of the University’s policies, sanctions will be imposed, including, but not limited to, suspension or expulsion from the University. Employees are also susceptible to all possible sanctions, up to and including termination from employment.