How Do I File a Report?

Reporting of incidents aids in prevention. Sexual assault and violence information is available for students, and includes the nature of sexual assault and sex offenses; applicable laws on sex offenses, including the criminal, civil, and College penalties; the procedures for reporting and dealing with sex offenses; and the availability of counseling and support services for victims. For further information on these issues, see the office of student affairs.

Anyone who believes he/she is a victim of sexual violence or unwanted sexual contact is strongly encouraged to IMMEDIATELY report these situations to the college.

- Security personnel is available 24 hours a day in the main campus and residence hall. Security can be contacted at 718-429-6600, ext. 130 (main campus), ext. 300 (residence hall) or via email martin.capunay@vaughn.edu.
- The student may confidentially explore the situation and options available with the office of counseling and wellness. You can contact Dr. Dinelly.Holder in the office of counseling and wellness at 718-429-6600, ext. 350 or via email at dinelly.holder@vaughn.edu.
- The student can submit a formal complaint to the Title IX Coordinator for students who will investigate internally. You can contact the Associate Vice President of Student Affairs, Ms. Jerima DeWese at 718-429-6600, ext. 237 or via email at Jerima.dewese@vaughn.edu.
- The faculty and staff member can submit a formal complaint to the Title IX Coordinator for faculty and staff who will investigate internally. You can contact the Associate Vice President of Human Resources, Ms. Mary E. Durkin at 718-429-6600, ext. 105 or via email at mary.durkin@vaughn.edu.
- The student has every right to report the situation to the New York Police Department (NYPD) by calling 911. If the student chooses to file a police report, a member of the college staff will accompany the student throughout the charging process.

Reporting Procedures for the College

Victims of sexual assault and other sex offenses should report the incident immediately. When students are filing a report, they will be informed of the college procedures, college officials
who the offense should be reported to, the importance of preserving evidence if a criminal act of sexual assault has occurred, the importance of seeking prompt medical attention and the availability of counseling and support services for victims of sexual assault. Students will be informed of their right to protect their privacy, how information will—or will not—be shared, and the actions the College will take to assist in dealing with the situation. Students will be counseled about their option to notify law enforcement authorities, including the police, and the option to be assisted by College officials in notifying and cooperating with these authorities. College officials may independently advise local police and law enforcement authorities of a sexual assault or sex offense as part of its coordinated effort on campus security. When the victim decides not to make a report, the College will make an effort to keep that person’s identity confidential. The College can provide additional information about these issues if a student has questions. Please contact the office of student affairs at 718.429.6600 ext. 221 or via email at studentaffairs@vaughn.edu for further information.

**Filing a Complaint**

An actual complaint generally should be made in writing. It is best to provide the complaint as soon as possible following the discriminatory or harassing incident. The written summary of the complaint should be as complete as possible and should include, to the extent applicable, the individual’s name and status within the College; the name(s) and position(s) of the other persons involved who have committed the discriminatory or harassing acts; a description of the discriminatory or harassing acts (including dates, times, locations, background information); the names or identity of any witnesses to the acts or any other individuals who have been treated similarly; copies of any materials that may be relevant to the complaint; an explanation of the individual’s reasons for concluding that the conduct was discriminatory or harassing, and the remedy sought. In emergency or crisis situations an incident can be reported via telephone, in person or email, to student affairs, the dean of students, to security, or through the counseling center.

**Confidentiality**

The College recognizes the importance of confidentiality. College administrators and others responsible for implementing these policies will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment or sexual violence to the extent reasonably possible.

It is important to note that confidentiality does not mean that information will be kept “secret”—rather confidentiality should be understood as respect for privacy, that information will only be shared with appropriate individuals or groups when absolutely necessary for the protection and well-being of an individual or group. Though rare, there are limits to confidentiality.

Examples of situations when confidentiality cannot be maintained include circumstances when the law requires disclosure of information and when the disclosure is necessary to protect the rights of all members of the college community.
Retaliation
An individual reporting sexual discrimination, harassment, misconduct, assault or violence is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven. Retaliation violates college policy. Any member of the college community who attempts to interfere with, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual (complainant, bystander or investigator) pursing a complaint sexual discrimination, harassment, misconduct, assault or violence will be subject to prompt and appropriate disciplinary actions. Any student, faculty or staff member who brings a false or malicious or frivolous charge of sexual discrimination, harassment, misconduct, assault or violence may be subject to disciplinary action.

If you believe you have encountered a form of retaliation we encourage you to IMMEDIATELY notify the college and file a report.