



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Sexual Violence</b>
<i>AP Number:</i>	AP 11.02.01
<i>Adoption Date:</i>	5/30/96
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	4/7/03, 4/26/22, 9/21/22
<i>Revision Date(s):</i>	4/7/03, 4/26/22, 9/21/22
<i>Sponsoring Unit/Department:</i>	President of Campuses and Executive Vice Chancellor for Student Experience and Workforce Development
<i>Board Policy Title &amp; No.:</i>	Institutional Security and Safety, BP 11.02
<i>Legal Reference:</i>	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act; 34 CFR Part 668 (Student Assistance General Provisions); Violence Against Women Reauthorization Act of 2013 ("VAWA"); Revised Statutes, Title 13, Chapter 14
<i>Cross Reference:</i>	Department of Public Safety Operational Directive 907, Sexual Assault; Employee Handbook; Student Code of Conduct

## **PURPOSE**

The purpose of this Administrative Procedure ("AP") is to implement Board Policy on Institutional Security and Safety, BP 11.02, as it relates to sexual violence.

For the purpose of this AP, the definition of sexual violence is any unwanted sexual contact or attention achieved by force, threats, coercion, manipulation, pressure, tricks, or violence. Sexual violence may be physical or non-physical and includes sexual assault (including, but not limited to, rape), attempted sexual assault, and acquaintance rape.

Sexual violence may be committed by strangers, acquaintances, friends, or relatives. Anyone can become a victim of sexual violence, regardless of sex, gender, age, race, or income level. Pima Community College (“College”) shall provide an environment that, to the greatest extent possible, precludes the occurrence of, and encourages the reporting of, sexual violence.

## **AUTHORITY**

Pursuant to BP 11.02, “Institutional Security and Safety”, the Chancellor designates the President of Campuses and Executive Vice Chancellor for Student Experience and Workforce Development as the Sponsoring Unit responsible for implementing this AP.

## **SECTION 1: Reporting Responsibilities**

- 1.1 Victims are encouraged to report acts of sexual violence to the Pima Community College Police Department (“PCCPD”) as soon as possible. PCCPD shall post 24-hour emergency telephone numbers at various locations on all campuses or otherwise provide effective means for making emergency contact with PCCPD, such as direct telephone lines in all elevators and at other locations.
- 1.2 Any student, employee, or visitor who witness sexual violence or is informed about an alleged sexual offense shall, as soon as possible, contact PCCPD.
- 1.3 PCCPD is responsible for the dissemination of sexual assault statistics to the College community. Sexual assault statistics shall be published annually and provided to the student population and public in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act.

## **SECTION 2: Prevention and Educational Programs**

The College will utilize a number of strategies and activities specifically designed to educate the College community regarding sexual-offense issues and to promote awareness of strategies to prevent sexual assault, rape, acquaintance rape, and other sexual offenses.

### **2.1 Campus Vice Presidents/Vice Chancellor of Student Experience**

2.1.1 Campus Vice Presidents or their designees will provide workshops for all employees and students. All Campus Vice Presidents or their designees will provide to the student population information on sexual violence prevention and assistance.

2.1.2 Campus Vice Presidents or their designees will provide for the display of posters, flyers, brochures, etc. that relate to sexual violence.

2.1.3 The Vice Chancellor of Student Experience or designee is responsible for providing similar information to employees at the College's District Office and other non-campus locations.

### **2.2 Vice President of Student Affairs**

2.2.1 The Vice President of Student Affairs or designee will be responsible for preparing, scheduling and conducting the various workshops or other educational programs dealing with sexual violence.

2.2.2 The Vice President of Student Affairs or designee will be responsible for the selection of locations for the display of posters, flyers, brochures or other educational materials relating to sexual violence.

2.2.3 The Vice President of Student Affairs or designee will ensure that all education support faculty are provided with training in the area of sexual violence counseling.

### **2.3 The Pima Community College Police Department**

2.3.1 PCCPD will provide assistance and expertise in the preparation of workshops or other educational programs and will provide, as needed, assistance in the presentation of information about the role of the Department in sexual offense response and investigation.

- 2.3.2 PCCPD will be responsible for the acquisition of posters, flyers, brochures or other educational materials relating to sexual violence.
- 2.3.3 PCCPD will provide cost-free informational materials for the College community that cover various aspects of sexual violence, as well as information regarding the prevention of sexual violence and resources for survivors of sexual violence and their families.
- 2.3.4 PCCPD will provide to the College student newspaper (Pima Post), articles and information on the prevention of sexual violence to be published at least twice yearly, during the Spring and Fall semesters.
- 2.3.5 PCCPD will provide assistance and referral information electronically to the College community through the College's website.

#### 2.4 Human Resources

- 2.4.1 Human Resources will assist in the development of sexual violence workshops by providing expert presenters on various relevant topics.
- 2.4.2 Human Resources will be responsible for preparing, scheduling, and conducting workshops or other educational programs dealing with sexual violence for all College employees. These workshops should include information on receiving reports of sexual violence, reporting incidents of sexual violence to PCCPD, and where to refer victims for assistance.