

# RIGHTS AND RESOURCES FOR SEXUAL/GENDER-BASED VIOLENCE SURVIVORS



Office of  
Human Resources



Office of Title IX

*Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, sexual battery, domestic violence, dating violence and stalking) and all other forms of sex discrimination (including but not limited to gender-based hostility/violence and sexual stereotyping) are violations of university policy and contrary to FSU's values. If you experience sexual misconduct, FSU wants to assist you. FSU's policies prohibit retaliation for making complaints of sexual misconduct.*

**You have rights and options. This document is designed to help survivors get support and understand these rights.**

For more information, including a list of on and off campus support services, visit [KNOWMORE.FSU.EDU](https://knowmore.fsu.edu)

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# SUPPORT SERVICES

*Dating violence, domestic violence, sexual assault and stalking are traumatizing and a wide range of emotions may be felt in the years following. It can be helpful to address them with the assistance of a trained counselor or therapist, victim/survivor advocate, or a trusted friend or family member. FSU and the local community provide services that include medical, mental health and counseling services in addition to assistance with legal matters free of charge.*

## FSU Victim Advocate Program (VAP)

24-hour hotline: (850) 644-7161

Text: (850) 756-4320

[victims-advocate@fsu.edu](mailto:victims-advocate@fsu.edu)

Advocates provide support to victims of all crime and are available 24 hours a day, every day. VAP services are free, confidential and available to any student, faculty, or staff member. You do not have to file a police report or university complaint to receive support.

Support includes:

- / 24-hour crisis counseling and emotional support
- / Going with you to the hospital or medical appointments
- / Explain criminal and university reporting options and what to expect when filing a complaint
- / Accompanying you to file criminal charges with the police
- / Assisting with filing a university complaint
- / Serving as an advisor or support person during proceedings or meetings with the university
- / Assistance with obtaining a protective injunction or university no-contact order
- / Help with financial aid questions or concerns
- / Arranging temporary lodging for FSU student survivors when an unsafe condition exists
- / Assisting with academic accommodation requests, transportation changes, or work accommodations to ensure your safety
- / Assisting in filing for victim compensation
- / Referral to on and off campus support services

## Medical Services

Survivors are encouraged to seek medical attention and an evidence collection exam by calling Refuge House. An advocate will assess whether the individual needs to go to the emergency room for an exam or to the Refuge House SAFE Center. The SAFE Center provides Sexual Assault Nurse Exams (SANE) without having to go to the emergency room. It provides a quiet, private, examination space without the pressures of a hospital environment. For acute medical emergencies, go to the nearest hospital.

A VAP advocate can accompany the survivor to a SANE exam, whether in a hospital setting or the SAFE Center 24 hours a day, every day. The exam and associated medical treatments are free to students.

### Refuge House

**(850) 681-2111**

For sexually transmitted infections (STIs) or pregnancy concerns, survivors should ask about antibiotics and emergency contraception at the time of the exam (emergency contraception must be given within a few days to be effective). If the survivor decides not to have a SANE exam, University Health Services (UHS) can provide confidential STI or pregnancy prevention services. The VAP assists with making an appointment.

### University Health Services

**(850) 644-4567**

## Preservation of Evidence

Physical evidence is extremely important in a criminal investigation or disciplinary process as well as in obtaining an order of protection involving sexual violence. It is strongly recommended that survivors do not eat, drink, use the restroom, change their clothing, or clean their body prior to evidence collection. However, a survivor can still choose to have an exam if these activities have occurred. A survivor has 120 hours from the time of the assault to collect forensic evidence.

Completing a SANE exam does not require a survivor to file a police report or report to the university, although we encourage these reports if you feel comfortable doing so.

In addition to SANE exams, text messages, records of phone calls, emails, pictures, notes and gifts can all be pertinent in cases of dating violence, domestic violence and stalking. Maintaining a journal of interactions can also be helpful.

## **Counseling**

Confidential, free, mental health counseling and referrals are available on campus through:

### **Counseling & Psychological Services**

*Students, call:*

**(850) 644-TALK (8255)**

### **Employee Assistance Program**

*Employees, call:*

**(850) 644-2288**

## **Other Campus Support**

### **Center for Global Engagement**

Immigration advising and support for international students and employees

**(850) 644-1702**

### **Allies and SafeZones**

Support and resources for LGBTQ+ students and employees

**(850) 645-0908**

## **Off-Campus Support**

### **211-Big Bend**

24-hour confidential crisis counseling and referral services

**211**

### **Refuge House**

24-hour confidential crisis counseling, referral and advocacy services

**(850) 681-2111**

### **Tallahassee Police Department Victim Advocate**

**(850) 891-4200**

### **Leon County Sheriff 's Office Victim Advocate**

**(850) 606-3300**

### **Florida Council Against Sexual Violence**

**(888) 956-7273**

### **Florida Coalition Against Domestic Violence**

**(800) 500-1119**

### **Legal Services of North Florida**

**(850) 385-9007**



# REPORTING

*Reports made to the police and the university are separate processes, but survivors can pursue both a criminal investigation with the police and a sexual misconduct complaint investigation with the university. Different options are available through each process and VAP is available to help survivors consider their options in a confidential setting.*

## Survivor Rights

As a survivor, you have the right to:

- / Report the incident to the police
- / Get assistance from VAP in reporting the incident to the police
- / Decline to notify the police
- / Report the incident to university officials, whether or not you choose to notify the police
- / Receive support services and assistance from the university even if you do not report the incident to the police

## Criminal Reporting (to law enforcement)

No matter where a survivor is, they can **call 911** to report the incident and the call will be routed to the appropriate law enforcement agency. If a survivor wishes to pursue criminal action, they should contact the police as soon as possible and preserve any physical evidence.

### FSU Police Department

*On campus incidents, call:*  
**(850) 644-1234**

### Tallahassee Police Department

*Off campus incidents in Tallahassee, call:*  
**(850) 891-4200**

*For non-emergencies, call:*  
**(850) 606-5800**

### Leon County Sheriff

*Incidents in Leon County, call:*  
**(850) 606-3300**

*Non-emergencies, call:*  
**(850) 606-5800**



## University Reporting (to FSU Administrators)

There are many ways to make a university report, choose the way that is most comfortable for you. You can make a sexual misconduct and sex discrimination complaint to the university by bringing the matter to the attention of any of the following (verbally or in writing):

### Terri Brown

*Director/Coordinator  
Office of Title IX*

**(850) 645-2741 | [tsbrown@fsu.edu](mailto:tsbrown@fsu.edu)**

### Michelle Douglas

*Director  
Office of Human Resources*

**(850) 644-7950 | [mbdouglas@fsu.edu](mailto:mbdouglas@fsu.edu)**

### Department of Student Conduct and Community Standards

**(850) 644-5136**

### Florida State University Police Department

**(850) 644-1234**

### The Office of Human Resources

**(850) 644-6034**

### EthicsPoint Hotline

FSU's anonymous reporting hotline  
**(855) 231-7511**

### Online Reporting

[COMPLIANCE.HR.FSU.EDU](https://COMPLIANCE.HR.FSU.EDU)

[REPORT.FSU.EDU](https://REPORT.FSU.EDU)

A student's school or college dean

An employee's immediate  
or higher-level supervisor

# FSU'S COMPLAINT PROCESSES

*Regardless who receives the complaint, the Title IX Director (or designee) investigates reports against students, the Department of Student Conduct and Community Standards adjudicates complaints against students and The Office of Human Resources handles reports against faculty, staff, contractors and visitors. In the event of an unknown assailant, the university will still provide support resources to the survivor.*

## Overview

When the university receives a complaint of sexual misconduct, it will perform a prompt, fair and impartial review using a preponderance of information standard.

If it's determined at the end of the complaint process that sexual misconduct/gender-based discrimination likely occurred, a violation will be found. Complaint proceedings are conducted by hearing administrators (or appropriate Office of Human Resources administrators). Both the complainant and respondent have the right to be accompanied to all meetings by an advisor of their choice throughout the process. The complainant and respondent will receive simultaneous, written notification of the process outcome.

## Department of Student Conduct and Community Standards' complaint procedures:

[STUDENT CONDUCT CODE](#)

**(850) 644-5136**

## The Office of Human Resources complaint procedures

[4-OP-C-7-I EQUAL OPPORTUNITY AND COMPLIANCE \(EOC\)](#)

**(850) 645-6519**

## Off-Campus Incidents

If sexual violence occurs off campus, VAP can provide survivors with assistance. If the person who harmed you off campus was a member of the FSU community, you can make a complaint to the university against that individual. Also, if the effects of sexual misconduct/gender-based violence that initially occurred off campus are interfering with your work or educational environment on campus, the university will offer support and assistance upon request.

## Outcomes

When an investigation establishes that sexual misconduct/gender-based discrimination has occurred, FSU will take prompt steps to end the misconduct, prevent its recurrence and correct the effects on the survivors. Disciplinary action will vary based on the severity of the misconduct, but can include separation from university programs, termination from university employment, or exclusion from campus via a no trespass order.

## Interim Assistance and Protection Orders

When the survivor requests assistance, the university will provide reasonably available interim measures after sexual misconduct and/or while a complaint is being addressed and investigated to protect the safety of the reporting individual, the campus community. Examples of interim measures:

- / Issuing no contact orders between the individuals involved
- / Making temporary accommodations regarding work locations, residence hall assignments, class or work schedules, or transportation
- / Providing counseling

You do not have to make a police report or formal university complaint to get reasonably available interim measures, but you need to let the university know what help is needed.

VAP can help a survivor request interim assistance. Where appropriate, this assistance may be continued after a determination on the complaint is made.

If a survivor wants to pursue an order of protection (protective order) through the legal system, VAP can provide information on that process. If an individual violates an order of protection (or comparable protective/restraining order) on campus, the FSU Police Department will assist with enforcement of the order when they are notified of the situation and the existence of the order is established. The Department of Student Conduct and Community Standards will assist with the enforcement of university-issued no contact orders.

# CONFIDENTIALITY

*If you want to discuss sexual misconduct issues on a completely confidential basis, there are counselors at the following on-campus offices who can maintain confidentiality (there are some exceptions to confidentiality, e.g., harm to yourself or others, child abuse, elder abuse or abuse of the disabled). Staff members in these offices are available to help free of charge and are available on an emergency basis:*

## **The FSU Victim Advocate Program**

*All crime victims, call the 24-hour hotline: **(850) 644-7161***

*Text: **(850) 756-4320***

## **Counseling & Psychological Services**

*Students, call:*

**(850) 644-TALK (8255)**

## **Employee Assistance Program**

*Employees, call:*

**(850) 644-2288**

## **Refuge House**

*To find a confidential counselor off campus, call:*

**(850) 681-2111**

## **211-Big Bend**

**211**

## **FSU Employees are Required to Report**

Most university employees are required to report sexual misconduct concerns, even if the survivor asks them not to. If you aren't sure whether the person you are talking to can keep your concerns completely confidential, ask them before you discuss your situation. After consulting with a confidential source, you may decide to take no further action or to make a complaint.

Because of the confidential nature of the counselor/counselee relationship, these conversations do not constitute reporting an incident of sexual misconduct or gender-based violence to the university.

*When addressing the concern, the university will be respectful, sensitive and fair to the complainant and the respondent. Nevertheless, FSU has a compelling interest to address allegations of sexual misconduct brought to its attention. As a result, the university reserves the right to take appropriate action, even in cases when the survivor does not want further action.*

## **Privacy**

FSU makes every reasonable effort to handle inquiries, complaints and investigations in a manner that protects the privacy of all parties. While the university cannot promise complete anonymity in its handling of sexual misconduct complaints, each situation is resolved as discreetly as possible, with information shared only with those who need to know to adequately investigate and resolve the matter. FSU will prioritize confidentiality of survivors in its record-keeping and will respond to public records request without including identifying information about the survivor, to the extent permitted by law.

In limited circumstances, the university may be able to address your concerns and stop the offending behavior without revealing your identity to the alleged harasser. However, this is not always possible. Individuals accused of sexual misconduct/gender-based violence are provided with the level of detail about the allegations necessary to allow them a fair opportunity to respond. That level of detail varies depending on the circumstances of the incident, but usually includes the identity of the reporting individual.

# SURVIVOR RIGHTS

## When the accused is a student

Sexual misconduct/gender-based violence complaints against students should be submitted to the Title IX Office for investigation. When complete, the investigatory report will be referred to the Department of Student Conduct and Community Standards for resolution through the procedures in the Student Code of Conduct.

Your rights during this process are to:

- / Be treated with respect and dignity
- / Be informed of available options for resolution under the Student Code of Conduct
- / Be informed of campus resources and support services including, but not limited to, VAP
- / Have unrelated past behavior excluded from the hearing unless deemed relevant by the hearing body. Past sexual behavior will only be determined as relevant if used to assess consent of behavior between the complainant and respondent
- / Attend an information session, during which time the reporting individual can view all materials related to the case and receive instruction regarding the disciplinary process and the respondent's and complainant's rights
- / Have an advisor accompany you when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process. See the Student Conduct Code for more information about the role of advisors
- / Present evidence including presenting witnesses and/or signed written statements, as well as other relevant reports and documentary evidence. To question the charged student and witnesses during the hearing
- / Submit an impact statement to the Office of Student Rights and Responsibilities or University Housing
- / Request to testify in a separate room from the respondent as long as the process does not unduly compromise the respondent's fundamental due process right to question the witness
- / Request to be present throughout the entire hearing, or portions thereof
- / Be notified of the status and outcome of the student conduct code process at the first hearing level and final appeal to the extent that the outcome directly relates to the reporting individual and the notification does not violate the privacy rights of the respondent
- / Appeal any first-level decision, provided that one or more of the reasons for appeal is relevant to the case

[SCCS.FSU.EDU/RESOURCES/ADVISOR](https://SCCS.FSU.EDU/RESOURCES/ADVISOR)

## When the accused is an employee

Sexual Misconduct complaints against employees are handled by The Office of Human Resources. Complaints can be initiated by submitting a report through [REPORT.FSU.EDU](https://report.fsu.edu), [ETHICSPPOINT](https://ethicspoint.fsu.edu) or by filing a formal complaint form:

### FORMAL COMPLAINT FORM

Your rights during The Office of Human Resources complaint process are to:

- / Be treated with respect and dignity
- / Be informed of available options for resolution under the Human Resources procedures
- / Be informed of campus resources and support services
- / Request reasonable interim measures to ensure your safety while a complaint is being addressed. The Office of Human Resources will determine whether the request can be granted after consultation with the Title IX Director, as appropriate
- / Be accompanied to all meetings by an advisor of your choice. The advisor may not speak for you
- / Submit a written complaint, supporting documents and other relevant evidence
- / Propose witnesses (The Office of Human Resources will determine whether or not a proposed witness is material and will be interviewed)
- / Receive a prompt, thorough and impartial investigation, as warranted, of your complaint
- / Participate in an intake interview with the The Office of Human Resources and review your interview notes
- / Be kept informed of the status of your case throughout the process and upon request
- / Be notified of the outcome of your case in writing
- / Obtain a copy of the Investigative Summary of the case, through the university's Public Records request protocol, once the case has been closed

## In Criminal Proceedings

Survivor rights in the Florida criminal system are explained in Chapter 960 of the Florida Statutes.

**We listen**

**We learn**

**We care**

**We respond**

This document was created by Florida State University's Office of Title IX  
and The Office of Human Resources

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Office of  
Human Resources



Office of Title IX