



Dear Member of the Vol State Community:

The College has received information that you may be a victim of sexual misconduct, which includes dating violence, domestic violence, stalking and sexual assault, as defined in [TBR policy 06.03.00.00](#). While we recognize this is a very difficult time, we want to reassure you that the safety and well-being of our campus community is our top priority and that we take all reports of sexual misconduct seriously. The information below details your options for reporting incidents of sexual misconduct and connects you with critical community resources.

Confidential Reporting

The College encourages you to talk to somebody about what happened so you can get the support you need. If a victim chooses to report an incident of sexual misconduct to an employee of the College, the employee may be required to report the incident to the Title IX Coordinator. If you wish to report an incident of sexual misconduct in a confidential manner, a list of available community resources is enclosed (additional resource information may be obtained from the Advising Center or by calling 615-230-3702). Please keep in mind that, if you choose to report the incident in a confidential manner, the College may be unable to conduct an investigation into the matter or to pursue disciplinary action against the alleged offender.

Institutional Reporting

All reports of sexual misconduct should be directed to the College's Title IX Coordinator so that the institution can respond appropriately. Although reports and complaints of sexual misconduct can be made at any time, they should be made as soon as possible so that the institution is best able to address the allegation. In order for the College to conduct an investigation and take corrective or disciplinary action in accordance with our Sexual Misconduct policy, a written and signed Formal Complaint must be filed by the Complainant. Any person alleging to be a victim of Sexual Misconduct that took place within an education program or activity of the College may file a Formal Complaint under the College's Sexual Misconduct policy. **You can report prohibited conduct to the College and access supportive resources even if you choose not to file a Formal Complaint with the Title IX Coordinator.**

If you choose to file a Formal Complaint, the written complaint should contain as much information as possible – what happened, where, and when; names of all parties involved, including any witnesses; supporting documentation (if any); and contact information – and must be submitted either in person, by mail, or via e-mail to the Title IX Coordinator. Once the College receives a Formal Complaint alleging sexual misconduct, the Title IX Coordinator will assess the nature of the complaint prior to initiating further action. As appropriate, the Title IX Coordinator may initiate proceedings under another College policy, refer the matter to another department, and/or inform the Complainant about the availability of other methods to address the allegations. For more information concerning the College's procedures for investigating complaints of sexual misconduct, please see enclosed policy information (or access the College's sexual misconduct policy at: <https://policies.tbr.edu/policies/sexual-misconduct>)

Reporting to Law Enforcement

In addition to reporting or filing a complaint with the College, you may also choose to report the incident to Campus Police or local law enforcement. While the College respects any decision you make regarding the reporting of sexual misconduct to law enforcement, we encourage you to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if you have any, that would be useful to investigators.

If you are a victim of sexual assault, you should seek immediate medical attention, even if you have not yet decided to report the crime, and preserve physical evidence of the assault by not bathing or showering, washing your hands, brushing your teeth, using the bathroom, changing clothes, combing your hair, cleaning up the crime scene, or moving anything the offender may have touched. Receiving a forensic medical exam and protecting evidence from damage will improve the chances that the police can access and test the stored evidence at a later date. If you decide to report a sexual assault to Campus Police, they can refer you to appropriate medical agencies and counseling services.

Filing a police report will not obligate you to prosecute. Instead, it ensures you receive necessary medical treatment and, if applicable, provides the opportunity for collection of evidence that may be used in criminal proceedings and ensures you have access to confidential counseling services. To file a police report with Campus Police, please call 615-230-3595. To file a police report with your local law enforcement agency, please call the nearest police department in your area or dial 9-1-1 if you need emergency assistance.

Resources

Regardless of which reporting method(s) you choose, there are many resources available to you. Locally, counseling services are available through the Sexual Assault Center by phone at 1-800-879-1999 or online at www.sacenter.org or through Genesis House, Inc. by phone at 1-800-707-5197 or online at www.genesishouseinc.com. Counseling services are also obtainable by phone through the National Sexual Assault Hotline, which is a free, confidential service available 24/7, at 1-800-656-HOPE (4673). In addition, enclosed is a list of campus and community resources where you may obtain further assistance or referrals.

Because the College recognizes that this incident may affect your academic life as much as your personal life, we may be able to assist you with making modifications to your academic circumstances. If you would like to request such an adjustment, the College will provide you with any and all reasonably available options. To learn more about the modifications that may be available, contact the Division of Student Services at (615) 230-3441.

Again, please be assured that the College is committed to providing a secure, healthy learning and working environment and will continue to strive to provide the safest campus possible. If you have any questions or concerns related to the College's response to this matter or the resources available to you, please do not hesitate to contact me by phone at 615-230-4834 or by email at titleIXcoordinator@volstate.edu.

Sincerely,

Lori Cutrell, SPHR, SHRM-SCP
Senior Director of Human Resources/Title IX Coordinator