

Macalester College Sexual Assault REPORTING PROCEDURES

If you (or someone you know) have been sexually assaulted, tell someone what happened:

- Contact a Sexual Assault Response Team member: www.macalester.edu/sexualassault
 - Notify an RA, or talk to a trusted professor or administrator
- Talk with a counselor or other Health and Wellness Center staff
- Call Campus Security at x6555 to file a report or get assistance

Get immediate medical attention – Call 911 Preserve all physical evidence

For the complete policy and an expanded description of what to do, visit
<http://www.macalester.edu/sexualassault>

PROCESS

option 1 Report assault, but choose not to file a complaint or charges

- A report is a written account of what happened, a complaint is a formal request for the college to investigate the assault and adjudicate as appropriate. You are encouraged to file a report of the assault, even if you aren't certain you want to file a complaint
- Telling your experience to any campus official does not obligate you to report it to the police, nor does reporting it to the police obligate you to file an official report to the College—these are separate processes.
- There are no time limits for filing a complaint.
- The following options exist for on-campus reporting of a sexual assault:
 1. Sexual Assault Support Team – (SAST)
www.macalester.edu/sexualassault/SASTmembers.html
 2. Online Report form – Can be anonymous:
www.macalester.edu/sexualassault/
 3. Campus security – 651-696-6555; can assist with providing resources for follow-up

option 2 File a complaint with the college

- SAST team member, the Dean of Students, or any other member of Macalester College Harassment Committee (MCHC) can take your complaint
- You will have formal and informal avenues you can pursue, or you can decide not to pursue the case at any time in the process.
- Three members of the MCHC, made up of faculty and staff, will investigate the case and make a recommendation for resolution
- Investigation may take several days or weeks, based on the circumstances
- More details about this process can be found in the student handbook or at www.macalester.edu/mchc/

option 3 Pursue criminal charges

- If you want to file an official report of the assault to the police, you can initiate a report by contacting the St. Paul Police Department, and an officer will contact the appropriate authorities if the assault occurred outside their jurisdiction.
- Members of the Office of Student Affairs or Campus Security can also assist you in contacting the police
- Your report will not obligate you to follow through with legal action or action through the College.

option 4 Pursue both College and Criminal Charges

- Processes outlined in options (2) and (3) occur simultaneously
- Criminal adjudication and College process occur independently

Important Considerations

- Counseling and/or support from a trained professional is strongly encouraged in all cases
- Medical treatment is recommended, Not all injuries are immediately evident, and the assault may have resulted in pregnancy or a sexually transmitted infection
- If you should decide at any point that you want to pursue legal action, forensic evidence needs to be collected within 72 hours.
- Do not change clothes, bathe, shower, or douche before seeking medical attention. Doing so may destroy important medical evidence in the case that you choose to pursue legal action. If you have changed clothes, bring your soiled clothing with you for evidence collection.