

**SEXUAL ASSULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING:
WRITTEN NOTIFICATION CHECKLIST FOR STUDENTS & EMPLOYEES**

WVSOM policy prohibits sexual assault, domestic violence, dating violence, and stalking. This document outlines steps to take depending on what services you want or need.

CAMPUS TITLE IX RESOURCES:

WVSOM Title IX Coordinator

Rebecca Morrow, PhD, Assistant Dean for Student Affairs
Campus Office Address: Room B316 Main Building
Email Address: rmorrow@osteo.wvsom.edu
Office Telephone Number: 403-793-6591

WVSOM Institutional Policy GA-14: Title IX, Sexual Harassment, and Discrimination

<https://www.wvsom.edu/sites/default/files/u60/GA-14%20Title%20IX%2C%20Sexual%20Harassment%2C%20and%20Discrimination%20%2808-13-20%29.pdf>

WVSOM Title IX Webpages

<https://www.wvsom.edu/OMS/TIX/TIX-overview>

Within the Institution – Resources for Students

Counseling & Mental Health - ASPIRE

4th Floor, Quad Suite 420
Ginger Conley, Julianna Quick & Kelley Sills, Licensed Professional Counselors/Learning Specialists
ASPIRE@osteo.WVSOM.edu
304-647-6324 (office line)
304-520-5856 (after hours crisis line)

Student Financial Aid

B Building, Rooms B223 & B224
Lisa Spencer, Director of Financial Aid
lspencer@osteo.wvsom.edu
304-647-6369
Deborah Montgomery, Associate Director of Financial Aid
dmontgomery@osteo.wvsom.edu
304-647-6231

Within the Community – Resources for Students & Employees

Counseling & Mental Health – Seneca Health Services, Inc.

804 Industrial Park Road, Maxwelton, WV 24957
<https://shsinc.org/>
304-497-0500

Health

Robert C. Byrd Clinic
1464 Jefferson Street North, Lewisburg, WV
24901
<https://www.rcbclinic.com/>
304-645-3220

Greenbrier Valley Medical Center
1320 Maplewood Avenue, Ronceverte, WV
24970
<https://www.gvmc.com/>
304-647-4411

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Victim Advocacy

Family Refuge Center

540 North Jefferson Street, Lewisburg, WV 24901

<https://www.familyrefugecenter.org/>

304-645-6334

National Domestic Violence Hotline

800-799-7233

National Sexual Assault Hotline

800-656-HOPE (4673)

Legal Assistance & Visa and Immigration Assistance – Legal Aid of WV

125 Green Lane, Lewisburg, WV 24901

<https://www.lawv.net/>

304-645-3131

Other Services Available for Victims

Please see the complete list of resources available on the WVSOM website at:

<https://www.wvsom.edu/OMS/students-behavioral-resources>

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Written Explanation of Students' and Employees' Rights and Options

This handout is provided when a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus.

Importance of Preserving Evidence

Victims are often concerned about how the costs of a sexual assault forensic examination will be covered. The West Virginia Forensic Medical Examination Fund was established by the state legislature (WVC§61-8B-16) to pay for "all reasonable and customary costs of a forensic medical examination." No payment from the fund is provided for non-forensic procedures or treatment—therefore, victims will most likely be responsible for any medical treatment, either through private pay or private insurance. Victims who report the assault to law enforcement within 72 hours (unless just cause exists) can apply to the West Virginia Crime Victims Compensation Fund for reimbursement of out-of-pocket medical costs. Victims may contact the Greenbrier Valley Medical Center (304-647-4411) to obtain a sexual assault forensic examination.

Having a forensic exam does not require a police report, but a forensic exam can help preserve evidence. Such evidence may be useful in obtaining a protection order or in proceeding with a criminal investigation should you choose to do so.

Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections or pregnancy.

If possible, please do not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. Save items you were wearing, sheets, or towels in a paper bag. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of sexual assault, dating violence, domestic violence or stalking.

How and to Whom the Offense should be Reported

To make a report for investigation on campus, contact the Title IX Coordinator. The Title IX Coordinator can also assist you in accessing the accommodations listed below, regardless of where you choose to report.

For confidential assistance, contact ASPIRE and/or the Family Refuge Center.

Options about the Involvement of Law Enforcement

You may choose to report to law enforcement for investigation, or you can decline to notify law enforcement. The Title IX investigators can assist you in contacting law enforcement. A report may be made to:

West Virginia State Police
381 Greenbrier Road
Lewisburg, WV 24901
(304)-647-7600

Copies of any orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court should be provided to the Title IX Coordinator and WVSOM Campus Security which is provided by the West Virginia State Police.

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Information about how WVSOM will Protect the Confidentiality of Victims and Other Necessary Parties

In accordance with Institutional Policy GA-14, WVSOM must maintain as confidential any supportive measures provided, to the extent that maintaining such confidentiality would not impair the ability of WVSOM to provide the supportive measures.

WVSOM will not disclose the name of any victims in the Annual Security Report and in issuing any timely warnings.

Supportive Measures

In accordance with Institutional Policy GA-14, the Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures, including, for example:

- Referral to counseling and health services;
- Referral to the Employee Assistance Program;
- Education to the WVSOM community;
- Assisting with the identification of alternate housing;
- Altering work arrangements for employees;
- Providing campus escorts;
- Increased security and monitoring of certain areas of campus;
- Implementing contact limitations between the parties, including mutual no contact;
- Offering adjustments to academic deadlines, course schedules, leaves of absence, etc.

Explanation of Procedures for Institutional Action

In accordance with Institutional Policy GA-14, under the formal resolution process, complaints will be investigated by two Title IX Investigators. A final report will be generated and delivered to the Hearing Officer(s) who will conduct a hearing, make a determination, and issue a sanction, if applicable, and in accordance with the sanctions outlined in the policy. Both parties have a right to an appeal on the bases outlined in GA-14.