

aimc title IX training manual

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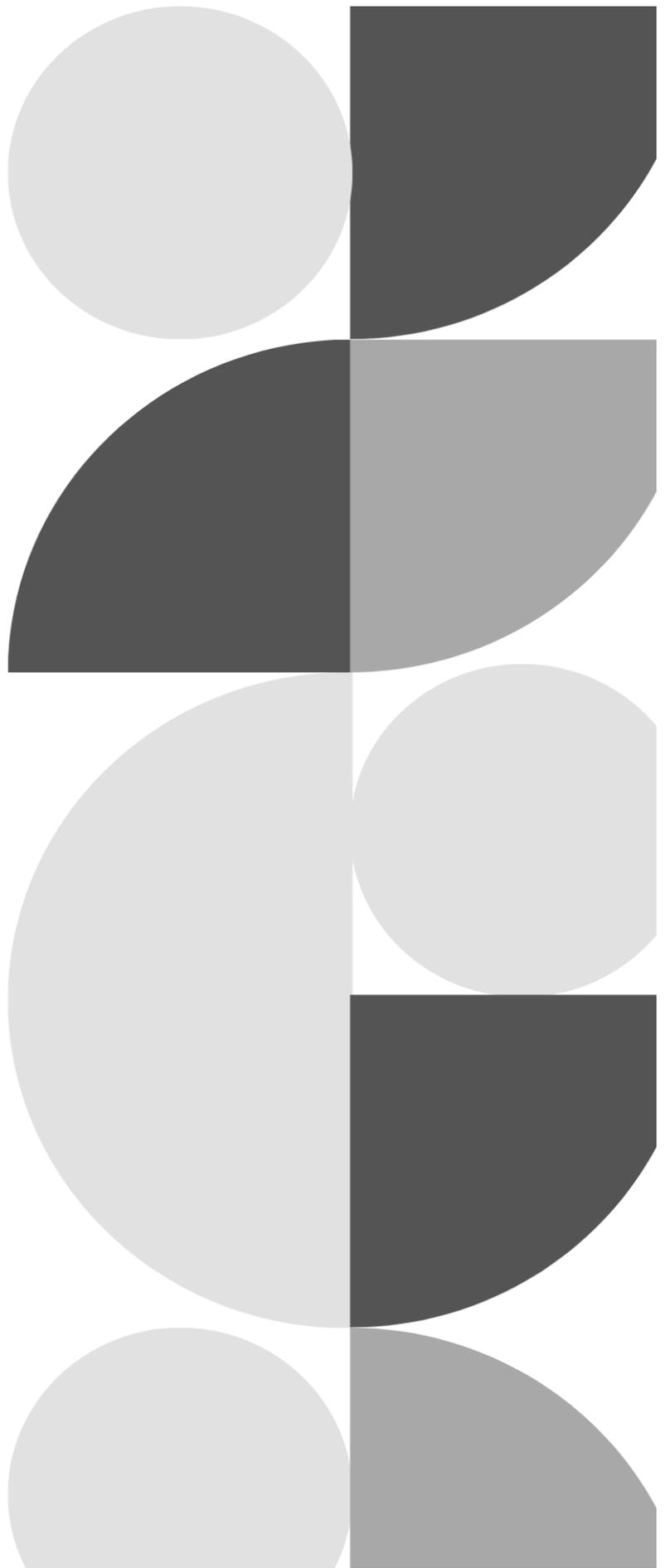


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INTRODUCTION

AIMC Berkeley is committed to creating an environment free from violence and intimidation. The college strictly prohibits any act of sexual assault, domestic violence, dating violence or stalking. These offenses will not be tolerated, and any member of the AIMC community found to have committed such an act will face harsh disciplinary action including, but not limited to, mandated counseling, restricted access to college property and functions, dismissal from the college, termination of employment at the college, and/or prosecution by external authorities.

In order to uphold this commitment, annual training is required for all staff members involved in any Title IX allegation, incident, report, investigation, resolution, hearing, or appeal. All trained personnel are responsible for the material contained in this manual.

DEFINITIONS

Those involved in Title IX procedures should be familiar with terminology and definitions often used in reference to sexual misconduct and potential Title IX violations.

Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex discrimination on the basis of sex in education programs, including athletic programs, or activities that receive federal funding. Title IX protects all students from sex-based discrimination, regardless of their real or perceived sex, gender identity and/or gender expression. Effective August 2020, updated regulations established by the U.S. Department of Education reaffirmed the commitment to anti-discriminatory practices and introduced new training and procedural requirements. Under Title IX, forms of sexual misconduct and intimidation constitute prohibited sex-based discrimination.

Complainant

Complainant is the individual who is alleged to be the victim of conduct that could constitute sexual harassment or misconduct.

Respondent

Respondent refers to the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Consent

Consent means positive cooperation in act or attitude. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent.

Evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device is not sufficient to constitute consent.

The essential guilt of rape consists in the outrage to the person and feelings of the victim of the rape. Any sexual penetration, however slight, is sufficient to complete the crime.

Dating violence

Dating violence is when an individual purposely causes physical or psychological harm to a person he or she is dating. Dating violence includes:

- *Physical abuse* like hitting, shoving, kicking, biting, or throwing things
- *Emotional abuse* like yelling, name-calling, bullying, embarrassing, keeping you away from your friends, saying you deserve the abuse, or giving gifts to "make up" for the abuse.
- *Sexual abuse* like forcing you to do something sexual (such as kissing or touching) or doing something sexual when you cannot agree to it (like when you are very drunk).

Dating violence often starts with emotional abuse. You may think that behaviors like calling you names or insisting on seeing you all the time are a "normal" part of relationships. But they can lead to more serious kinds of abuse, like hitting, stalking, or preventing you from using birth control.

Domestic violence

Domestic violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. It is also when the abused person and the abusive person are closely related by blood or by marriage.

- *Abuse* means intentionally or recklessly causing or attempting to cause bodily injury, or making another person fearful of imminent serious bodily injury to himself or herself, or another.
- *Cohabitant* means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

Jurisdiction

The college's jurisdiction under Title IX includes incidents involving any students, staff, or faculty that occurs as part of the school's education program or activity that occurs within the United States. Incidents occurring abroad or in-off-campus housing are part of the jurisdiction.

Rape

Rape is an act of sexual intercourse accomplished with a person *not* the spouse of the perpetrator **or** a person who *is* the spouse, under any of the following circumstances:

- Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.
- Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
- Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
- Where a person is at the time unconscious of the nature of the act, and this is known to the accused. "Unconscious of the nature of the act" means incapable of resisting because the victim:
 - Was unconscious or asleep.
 - Was not aware, knowing, perceiving, or cognizant that the act occurred.
 - Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
 - Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.
- Where a person submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
- Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.
- Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official.

Retaliation

Retaliation includes: intimidation, threats, coercion, discrimination, charges against an individual for code of conduct violations for the purpose of interfering with any right or privilege secured by Title IX.

Sexual Assault

The legal definition according to California law defines sexual battery (assault) as, "the act of touching another person's intimate parts for the purpose of sexual arousal, gratification, or abuse, against the will of the person." Intimate parts (private parts) refer to the sexual organs of any person and the breast of a female.

Sexual Harassment

According to Title IX standards, sexual harassment is unwelcome conduct on the basis of sex that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits an individual's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. It includes sexual assault/rape, dating violence, domestic violence, or stalking,

Stalking

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking. This includes, but is not limited to threats, unwanted attention and gifts, monitoring of behavior, or the use of electronic communication devices to achieve the above.

- "Harasses" means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.
- "Credible threat" means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section.
- "Electronic communication device" includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers.
- "Immediate family" means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.

Standard of Evidence

Standard of Evidence refers to the level of certainty and the degree of evidence necessary to establish proof in a Title IX hearing. AIMC adheres to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is "more likely than not" to have happened in order for disciplinary action to take place.

WARNING SIGNS

Be aware of common warning signs that victims of sexual misconduct may exhibit. Do not automatically assume that the female is always the victim and the male is always the perpetrator.

General warning signs of domestic abuse. People who are being abused may:

- Seem afraid or anxious to please their partner
- Go along with everything their partner says and does
- Check in often with their partner to report where they are and what they're doing
- Receive frequent, harassing phone calls from their partner
- Talk about their partner's temper, jealousy, or possessiveness

Warning signs of physical violence. People who are being physically abused may:

- Have frequent injuries, with the excuse of "accidents"
- Frequently miss work, school, or social occasions, without explanation
- Dress in clothing designed to hide bruises or scars (e.g. wearing long sleeves in the summer or sunglasses indoors)

Warning signs of isolation. People who are being isolated by their abuser may:

- Be restricted from seeing family and friends
- Rarely go out in public without their partner
- Have limited access to money, credit cards, or the car

The psychological warning signs of abuse. People who are being abused may:

- Have very low self-esteem, even if they used to be confident
- Show major personality changes (e.g. an outgoing person becomes withdrawn)
- Be depressed, anxious, or suicidal

Warning signs of stalking

- Unwanted Communication. Persistent telephone calls, countless text messages or incessant emails. Unwanted gifts, phone calls and inappropriate letters
- Monitoring Your Home or Workplace. If you are persistently running into a specific person or are being monitored at your home/workplace by this person, you are being stalked.
- Threats or Violence. This behavior is more commonly displayed by a "rejected stalker" who was a former friend or lover, and the stalking is the consequence of the breakup. Because the stalker cannot reconcile the relationship or cope with the humiliation of being rejected, the stalker is prone to harm his victim. If the stalker is violent, they were probably violent during the relationship as well.
- Defamation or Manipulative Behavior. Stalkers may also threaten to harm themselves (i.e., suicide) to prompt a response of concern from their victims. A perpetrator may even try to defame the victim's character by lying to family, co-workers and friends.

REPORTING A VIOLATION

If a student or school employee reports to you that he or she is a victim of sexual misconduct while on campus or while engaged in a school-sanctioned activity, you should provide support and review their options.

Any member of the AIMC community may choose to file a complaint or report an incident to AIMC Berkeley instead of, or in addition to, seeking legal action outside the college. Reporting a sex offense, domestic violence, dating violence, sexual assault or stalking to the police or a campus official does not mean the student/employee is obligated to pursue further legal action. Conversely, someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, AIMC Berkeley may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of a sexual assault, stalking, or a violent crime, he or she should be encouraged to notify the police immediately. The earlier the student/employee reports an incident, the easier it will be for the police to investigate the crime, and to prosecute the case successfully if the student/employee decides to move ahead with legal action.

Students should also be directed to the Title IX Coordinator who can guide the student through the AIMC reporting process and provide access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individual receive the necessary medical attention.

If a student wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint and Incident Form.

ROLES, RESPONSIBILITIES, & PROCEDURES

Trained personnel should be familiar with their particular role in the Title IX process, as well as the functions of other key players.

ROLE OF TITLE IX COORDINATOR

The Title IX Coordinator is the person who oversees all Title IX policies, trainings, compliance. He or she is typically the person who initially receives the complaint about any misconduct, and meets with the complainant to offer support services and guide them through the complaint process. He or she oversees proper communication with the both parties and ensures that all procedures are followed accordingly. The Title IX coordinator cannot function in any additional role throughout this process (i.e. Investigator, Decision-Maker, etc.)

Explaining Options

Once a Complaint and Incident Form is received, The Title IX Coordinator shall meet with the complainant and inform them of the availability of supportive measures with or without the filing of a formal complaint. The process for filing a formal complaint is also explained. A formal complaint can be signed by either the complainant or Title IX Coordinator.

A complainant's wishes regarding filing a formal complaint and proceeding with a school investigation will be respected. However, a formal complaint and investigation may be initiated over the wishes of the complainant if the known circumstances indicate that such action is not unreasonable. For instance, if the presence of the respondent on campus poses a safety issue, the school may want to move forward with a formal investigation regardless of whether the complainant opts to do so. In such cases the Title IX Coordinator can be the one who files the official complaint.

Providing Written Notification

If a formal complaint is filed and the situation warrants an investigation under Title IX regulations, The Title IX Coordinator sends written notification in electronic format or hard copy to both parties outlining the charges/accusations as well as the formal grievance procedures. The explanation of formal grievance procedures should include statements and/or information regarding the following:

- Supportive measures available to both parties
- Equitable treatment of complainants and respondents is ensured
- The respondent is presumed not responsible until/unless the hearing process proves otherwise
- There will be unbiased objective evaluation of all relevant evidence
- Privileged information will not be included in the investigation unless an individual waives his/her privilege

- Reasonably prompt time frames will be established for notifications, investigations, and determination of responsibility
- How responsibility will be determined (i.e. the Standard of Evidence)
- Possible sanctions and remedies
- A statement of no retaliation
- Procedures and bases for an appeal
- Both parties are informed that they should obtain an Advisor (who may be an attorney) to guide and advocate for them throughout the process.
- Option for Informal Resolution at any point before a live hearing
- Parties will be contacted by the school Investigator to schedule an investigative interview.

ROLE OF INVESTIGATOR

AIMC must legally respond and initiate a formal investigation if the following conditions are met:

- The harassment or misconduct must be sufficiently severe, persistent, or pervasive and adversely affects a student's education or creates a hostile or abusive educational environment.
- The sexual misconduct occurred on campus or in the context of educational activities, such as college-owned buildings and college-sponsored trips. Off-campus housing, and educational trips outside of the United States such as study abroad programs are excluded.

If the allegations in the formal complaint do not meet the above conditions, the school must dismiss such allegations for purposes of Title IX. *However, the college may still address the allegations in any manner the school deems appropriate under the school's own code of conduct.*

Beginning an Investigation

Once the Title IX Coordinator receives the formal complaint, the school Investigator(s) will begin the investigatory process. The process includes fact gathering, and interviews with both parties and any witnesses. A party's medical, psychological, and similar treatment records cannot be accessed or used unless the school obtains the party's voluntary, written consent to do so.

Conducting Unbiased Interviews

As part of the investigation, the Investigator will conduct interviews with both parties and any witnesses. He or she should request in writing that parties and witnesses bring relevant evidence with them to the initial interview. An additional verbal or written reminder about any items that would be helpful to the investigation should be made before the scheduled interview date. Interviews should be recorded and/or transcribed.

Interviewers should attempt to adhere to the following guidelines:

- Establishing rapport should be the first goal. Ways to do this...
 - Begin with a statement of neutrality and an explanation of the investigator role.
 - Allow space and time for breaks.
 - Acknowledge that “I don’t know” is an acceptable answer from the outset.
 - Recognize that the parties or witnesses are the expert in that moment.
- When posing questions, investigators should ask themselves
 - Why do I want to know this information? Is it relevant?
 - Will it lead me to a greater understanding of the situation at hand?
 - What’s the best possible way to ask this question in an unbiased, neutral manner?
- Ask open ended questions:
 - Start by asking the individual to generally narrate the incident in question.
 - Follow up with other open ended questions: “what are you able to tell me about...
 - What you saw?
 - What you heard?
 - How that made you feel?
 - What you thought would happen?
 - What are you able to tell me about your thought process when...?
- Technical or specific, directed questions should be saved for when open-ended questions are exhausted.
- If more information is needed about a response, good follow-ups include “tell me more about...” or “I’d like to go back to when you said...”
- Respond to inconsistencies with curiosity, not interrogation:
 - What are you able to tell me about that?
 - Can you help me understand...
 - Can you tell me more about that?
- Avoid “blaming language.”
- Breaks and silence can be productive. Don’t rush through the interview.
- Be aware of nonverbal messages from you and those you are interviewing
- End by asking if there is anything else the party or witness thinks should be known.

Drafting a Summary of Findings

Once all interviews have been conducted and evidence gathered, the Investigator should draft a preliminary report and summary of findings. Schools must send the parties and their advisors, all the evidence obtained in the investigation and allow them at least 10 days to review and comment in writing.

Writing the Official Investigative Report

Once both parties have had a chance to respond to the gathered evidence, the investigator then prepares an official investigative report that summarizes relevant evidence, in electronic

format or hard copy, at least 10 days prior to informal resolution or live hearing. The Title IX Coordinator will then send a copy of the official report to each party simultaneously, along with following reminders:

- Each party has the right to file a written response to the investigative report
- Information about Informal Resolution vs. Live Hearing
- The need to select an Advisor
- Policy of non-retaliation
- Other conditions/decisions of applicable (e.g. Emergency Removal, etc.)
- Request to respond by given date whether the party would like to request Informal Resolution

NON-RETALIATION

Intimidation, threats, coercion, or discrimination against any individual who has made a report or complaint, testified, assisted, participated or refused to participate in Title IX investigations or proceedings is strictly prohibited. In an effort to prevent retaliation, the school will keep confidential the identity of the individual who made the report or complaint, the individual who has been reported to be the perpetrator, and any actual or potential respondent or witness.

EMERGENCY REMOVAL

When safety and/or time issues mandate the need for an immediate decision, the College President or other member of the Executive Committee will conduct an individualized safety and risk analysis. If the analysis determines there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, the source of the threat may be removed and barred from campus and/or school functions until Informal Resolution or Hearing takes place. The respondent has an opportunity to challenge the decision immediately following removal.

INFORMAL RESOLUTION VS. LIVE HEARING

Informal Resolution

AIMC may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent. Informal resolution cannot be offered unless a formal complaint has been filed. However, an informal resolution can take place prior to completion of a full investigation if both parties agree. Even if both parties initially agree to an Informal Resolution, each party has the right to withdraw from the informal resolution process at any point and instead opt for a hearing. *The informal resolution process is prohibited in allegations that involve an employee/instructor acting inappropriately against a student.*

The informal resolution process should be facilitated by staff members who have been properly trained in Title IX processes. The guidelines for conducting unbiased interviewing should be followed.

Live Hearing

If an Informal Resolution is not chosen or reached, a live hearing must take place. Both the respondent and complainant appear at the hearing at the same time. Either party can request that the live hearing take place with the parties in separate rooms with technology that allows the decision makers and all parties to see and hear one another in real time. The hearing will be recorded or transcribed. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

If a party or witness chooses not to appear at the live hearing, or opts not to answer cross-examination questions, the decision-maker will then exclude that individual's statements and cannot rely on any of that person's statements when making a decision. The decision-maker also cannot make any inferences – positive or negative – about a party's choice not to be cross-examined or to not answer certain questions.

- At the live hearing each party's Advisor is permitted to ask the other party and any witnesses any relevant questions, including follow-up questions and questions challenging credibility. *Cross-examination is only permitted by advisors, never any of the involved parties.*
- Trained decision maker(s) will determine the relevance of each question.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.
- In an effort to follow Civil rights laws, and Title IX guidelines, the college will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is "more likely than not" to have happened in order for disciplinary action to take place.
- The proceeding much be recorded and/or transcribed

ROLE OF DECISION-MAKER

Decision-makers play three crucial functions in the live hearing process.

Determining Question Relevance

As mentioned above, the decision makers will determine the relevance of each question posed in the live hearing and decide whether the question can be presented. They should also make sure questions do not expose privileged information or violate rape shield protections. Irrelevant questions and evidence about a complainant's prior sexual behavior, unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent, will be considered irrelevant and cannot be posed or pursued. The decision-maker(s) must explain on the record the basis for excluding a question as not relevant.

Determining Responsibility

After reviewing all evidence presented at the hearing, including the Investigative Report, the Decision-makers determine whether the allegations have been proven according to the school's preponderance-of-the-evidence standard. They will also determine what disciplinary actions, if any, will be imposed. The range of possible penalties and sanctions shall include, but are not limited to: alteration of class or work schedule, loss of privileges, restitution, conduct probation, mandated counseling, and/or termination from school or the workplace. Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede, any AIMC Berkeley disciplinary decisions.

Issuing the Written Determination

Following the hearing, the decision maker(s) will issue a written Determination regarding responsibility. The document will include the following:

1. The allegations that could constitute sexual harassment
2. A description of the procedural steps undertaken, including notifications to parties, interviews and site visits, methods used to gather evidence, and hearings
3. Findings of fact that support the determination regarding responsibility
4. Conclusions about the application of the institution's code of conduct to the facts
5. An explanation regarding the result of each allegation, including the determination of responsibility, any disciplinary actions against the respondent, and any remedies to be provided to the complainant
6. Statement of no retaliation
7. Procedures and bases for appeal.

The determination regarding responsibility will be sent to both parties simultaneously. The Determination is final (1) on the day the appeal deadline has passed if no appeal is filed, or (2) on the day the institution notifies the parties of the written result of an appeal, if one is filed.

APPEALING

Students and employees have the right to appeal by submitting an appeal request. Appeals must be received within 5 business days of receiving the written Determination Regarding Responsibility. An appellate panel, consisting of individuals who were not previously involved with the investigation and hearing, will review the bases for the appeal request and determine whether an official appeal is warranted.

An appeal will be allowed if any of the following is asserted:

- Procedural irregularities affected the outcome
- New evidence that could affect the outcome
- Bias of the Title IX Coordinator, Investigator or Decision-maker

When an appeal is filed and determined to be warranted, the college will notify all parties in

writing, identify who will hear and decide the appeal, and ensure that the appeal decider(s) is free of bias and is properly trained. Those involved in the appeal decision will not be the Title IX Coordinator, the investigator(s), or the decision maker(s) from the previous review of the case.

Both parties have the opportunity to submit written statements which will be considered before the appeal decider(s) prepare a written decision outlining the result and rationale of the appeal decision. A subsequent live hearing is not required, but may be initiated if the appellate panel determines it is needed to reach a decision.

The decision of the appellate panel/committee is final.

CONFIDENTIALITY & RECORDS

AIMC Berkeley will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information within parameters imposed by the law.

If a complainant decides to file an official complaint or report the crime to the police, their name should not be made public. The college may issue a safety awareness alert, consisting of brief description including time and location, to notify the community about the occurrence of a serious crime or pattern of crimes that might put the public at risk. AIMC Berkeley is also required by law to tabulate and annually report sexual assault and other campus crime statistics to the public. Names, addresses, or any other identifying information will not be included in this report.

While the college will not release the names of the involved parties to the public, the school does not have the jurisdiction to issue a gag order preventing the individual parties from discussing the matter. However, throughout the process you should remind and encourage both parties to be discreet.

AIMC is required to keep Title IX proceedings confidential except as permitted by FERPA or required by law. All records and materials pertaining to the case will be kept on file for 7 years.

RESOURCES

Be sure to have support services and resources at hand should a student or employee report to you that he or she is a victim of sexual harassment or sexual misconduct.

- National Domestic Violence Hotline at 1-800-799-7233 or 1-800-787-3224 or visit www.ndvh.org
- National Teen Dating Helpline at 1-866-331-9474 or visit www.loveisrespect.org
- National Sexual Assault Hotline at 1-800-656-4673 or visit www.rainn.org

Advise victim of domestic violence to use a safe computer that someone abusive does not have direct access to, or even remote (hacking) access to, such as a computer in a public library, at a trusted friend's house, or at an internet cafe. Also, traditional "corded" phones are more private than cellular phones.

ALAMEDA COUNTY

A Safe Place – For Women, Men, and Children
Hotline 24-hours 510-536-SAFE (510-536-7233)
Main Phone 510.986.8600
<http://asafeplacedvs.org/>

A Safe Place is a shelter program for victims of domestic violence and is located in a confidential location. Residents stay a maximum 90 days. Emergency shelter is provided via a residential shelter and motel program. Support services include case management, professional counseling, legal, court and social service advocacy, including CALWORKS services. Basic necessities include meals, clothing, toiletries, and referrals for assistance with emergency medical needs.

Emergency transportation on a 24-hour basis to shelters or other places of safety appropriate for DV victims and their children. Various modes of transportation are provided to clients. The counselors on the 24-hour crisis line offer referrals for crisis counseling, information about domestic violence, shelter services, and referrals to agencies throughout the Bay Area.

Children's Program – The Children's Program is designed to provide a safe environment minors from infant to age 17. The program provides support counseling (individual and group) depending on age appropriateness

Ruby's Place (Formerly Emergency Shelter Program)
<https://www.rubysplace.org/>
Admin. Office: 1180 B street, Hayward, CA 94541
(510) 581-5626
Hotline: (510) 786-1246 or (888) 339-SAFE

Provides shelter and support services to women and their children, who are homeless for any of the following reasons:

- Domestic Violence
- Human Trafficking
- Financial Hardship
- Eviction
- Family Problems
- Loss of Employment

Crisis Services:

- 24-hour crisis hotline: Call 510.786.1246 or 1.888.339.SAFE
- Emergency shelter for women and children
- 24 hour emergency pick-up for incoming clients from a public location

Case Management Services:

- Employment Counseling & job training
- Housing Search and Application Assistance
- Budget and Finance Counseling
- Cal Works, GA, WIC, Food Stamp and other Social Service Assistance and Advocacy-
- Educational Counseling and Assistance in Enrollment
- Restraining Order Services
- Court Accommodation- Accompaniment to court hearings and advocacy when needed
- Immigration Support and Counseling
- Peer Counseling- in all languages.
- Transportation- to appointments, interviews, child care, court and to off-site services.

Therapeutic Services:

- Psychiatric Referrals
- Mental Health Counseling and Therapy (Indiv'l, family, etc.)
- Parenting and Life skills Counseling
- Domestic Violence Counseling and Support
- Substance abuse assessment, therapy and referral.
- Victims of Crime advocacy and application assistance.
- Aftercare mental health services including home visits

Children's Program Services:

- Children's Individual Group Therapy and Educational Play
- Standardized assessment used to coach parents and set developmental goals
- Tutoring Program- twice per week, grades K-12
- Parent and child bonding activities and field trips.
- Advocacy for educational and developmental delayed services.

Other In-Shelter Services:

- Medical and Health Care appointments - Alameda County Health Van on site once every two months to see both adults and children for non-emergency medical issues.

- Perishable and Non-Perishable Food: Basic food items are provided daily. Kitchen is available 24 hours per day.
- Laundry facilities free of charge
- Playground for children
- Entertainment and children's games, arts & crafts, books, for children.
- Clothing closet for shelter clients, free of charge
- Resource center with computer and internet access
- Access to a phone for local calls and longer distance when it pertains to housing, job search, or social services.

Safe Alternatives to Violent Environments (SAVE)

Office: 900 Mowry Ave. Suite 204, Fremont, CA 94538 (near Washington Hospital)

Phone: (510) 574-2250

24-Hour Crisis Hotline: (510) 794-6055

<http://www.save-dv.org/>

Emergency Shelter: SAVE's 30-bed shelter offers a safe home, for up to 90 days, while individuals and families fleeing abuse begin to heal. The basic needs of food, shelter, and clothing are provided, as well as services and support to get them through this time of crisis.

Longer-term Housing: SAVE clients have access to a housing program that also bridges the gap between emergency shelter and independent living.

Temporary Restraining order clinic: SAVE offers free Temporary Restraining Order clinics to guide victims of intimate partner violence through the process of completing a TRO.