



Sex or Gender-Based Misconduct

Reporting Options and Support Resources Under Title IX

Mt. San Jacinto Community College District is committed to providing an academic and work environment free of unlawful sex or gender-based misconduct, including sexual harassment. Sexual harassment under Title IX includes sexual assault, dating violence, domestic violence, and stalking.

Any person may report sexual harassment, or other sex or gender-based misconduct, whether or not the person reporting is the person who experienced an incident.

Anyone who has experienced sexual harassment or other sex or gender-based misconduct has the right to choose whether to report an incident to the District or to local law enforcement agencies, or not to file a report. This document outlines options for reporting and resources available for support regardless of whether an incident is reported.

FOR INFORMATION AND RESOURCES

msjc.edu/titleix

Reporting to Title IX

The District takes all reports seriously. Sex or gender-based misconduct may be reported to the District by contacting the Title IX Office:

Meaghan Kauffman (she/her)
Title IX Coordinator
Human Resources
Temecula Valley Campus
41888 Motor Car Parkway
Temecula, CA 92591
mkauffman@msjc.edu
(951) 374-0539
msjc.edu/titleix/report

The Title IX Coordinator oversees the District's response to a report of sex or gender-based misconduct, including:

- Reviewing and following up on all reports
- Sharing information regarding next steps based on what was reported
- Connecting individuals with on-campus and off-campus resources
- Providing access to appropriate and reasonably available supportive measures
- Assisting those who have experienced a crime with reporting to the Riverside County Sheriff's Department

The Title IX Coordinator is a nonconfidential resource. Consultation is available to those who contact the Title IX Office anonymously, however, there may be an obligation to respond if a person who experienced or engaged in sexual misconduct is identified.

On and Off-Campus Resources

MSJC Mental Health Counselors
are confidential campus resources that
offer in-person or telehealth counseling
through the Student Health Center
healthservices@msjc.edu
(951) 465-8371

Riverside Area Rape Crisis Center-RARCC
offers free, confidential services,
including a 24/7 hotline and advocacy,
to the San Jacinto Campus
and surrounding areas
info@rarcc.org
(951) 686-7273

REACH offers free, confidential services,
including a 24-hour Crisis Hotline, to the
Menifee Valley and Temecula Valley
Campuses and surrounding areas
info@reachus.org
(951) 652-8300

National Resources

National Sexual Assault Online Hotline
provides trained staff who can offer
confidential crisis support via chat
online.rainn.org

National Domestic Violence Hotline
offers call, chat, and text options for
those seeking support and resources
thehotline.org
(800) 799-7233 (SAFE)

VictimConnect Resource Center
offers call, chat, or text options for
victims of crime
(855) 484-2846 (4VICTIM)

Responding to a Report

When the Title IX Office receives a report of sexual harassment or other sex or gender-based misconduct, the report is reviewed to determine jurisdiction and applicable policies and procedures. This is immediately followed by initial outreach to the individual who is reported to have experienced the conduct to determine if a formal complaint will be filed. Information about supportive measures and on and off-campus resources is also provided.

Upon receipt of a formal complaint, if it is determined that an investigation is warranted, the Title IX Coordinator will notify those identified as having experienced and engaged in the reported conduct of the pending investigation. The involved Parties are provided an opportunity to select an Advisor and to meet individually with the Investigator. The Investigator will also meet with any witnesses, collect evidence, and prepare a report of their findings regarding the complaint.

Following completion of the investigation, a hearing is conducted by a neutral Decision-Maker who will make a final determination regarding the responsibility of the accused individual based on a preponderance of the evidence. Both Parties have the right to appeal the Decision-Maker's decision.

The complete Title IX grievance process, including the prescribed timeline, can be found in Administrative Procedure 3434 at msjc.edu/titleix.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge upon receipt of a report of sex or gender-based misconduct. The District will provide requested supportive measures as appropriate and as reasonably available.

Supportive measures may include, but are not limited to:

- Mental health counseling
- Transferring to a different section of a course
- Rescheduling an exam or extending an assignment deadline
- Assistance with securing alternative housing
- Providing a campus escort
- Change in work-study assignment or work schedule
- No-contact orders
- Assistance with arranging for an incomplete, course withdrawal, or leave of absence

These measures are designed to protect the safety of everyone involved, protect the District's education environment, and/or deter sexual harassment. Supportive measures are provided on a confidential basis and are disclosed only when the need to know is necessary to enable the District to provide the service or when otherwise required by law.

The Title IX Coordinator can assist in accessing supportive measures.

Law Enforcement

In the event of an emergency requiring immediate assistance, call **9-1-1**.

An incident may be reported at any time to the

Riverside County Sheriff's Department:

Hemet Station - **(951) 791-3400**

San Jacinto Station - **(951) 654-2702**

Perris Station - **(951) 210-1000**

Campus Safety

The **Campus Safety Department** partners with the Riverside County Sheriff's Department to provide for the safety and security of the entire MSJC community.

Anyone who wishes to make a report to law enforcement may call Campus Safety at **(951) 639-5188** to reach Riverside County Sheriff's Department staff assigned to the campus, including for assistance with filing for an order of protection or other similar orders:

San Jacinto Campus

Building 750

Monday-Friday - 6:00 a.m. to 10:30 p.m.

Menifee Valley Campus

Building 2004

Monday-Friday - 6:00 a.m. to 10:30 p.m.

Temecula Valley Campus

Room 102

24 hours a day/7 days a week

Individuals who are Deaf or Hard of Hearing may text **(951) 537-7832**

Preservation of Evidence

Making a report soon after an incident can help to avoid issues with gathering evidence that may impact investigations. Even if undecided about whether to report sexual harassment or other sex or gender-based misconduct, there are steps that can be taken to preserve evidence that may be relevant to a District investigation or one conducted by law enforcement:

- Save emails, voicemails, photographs, and copies of related documents
- Take screenshots of text messages, instant messages, and social media posts
- In the case of sexual assault, preserve all physical evidence by refraining from bathing, douching, changing clothes, or cleaning the areas around where the assault occurred
- If it is suspected that a drink was tampered with, inform a medical provider and/or law enforcement as soon as possible for testing
- Do not alter, dispose of, or destroy any physical evidence

Regardless of whether the incident is reported to the Title IX Office or law enforcement, consider seeking medical attention. Even in a case where there is no evidence of serious injury, a medical examination may address other physical needs or trauma and assess for sexually transmitted infections or pregnancy. Specially-trained staff may also be able to offer a sexual assault forensic exam.

Confidentiality

Information related to reports of sexual harassment or other sex or gender-based misconduct is handled with the utmost discretion and may only be shared on a need-to-know basis in order to address public safety concerns, comply with state and federal legal requirements, or implement supportive measures.

Reporting Responsibilities

The District has identified nonconfidential employees who are required to promptly report sexual harassment and other sex or gender-based misconduct to the Title IX Coordinator.

Those with a responsibility to report under District policy include, but are not limited to:

- All members of the Executive Cabinet
- Any employee who regularly interacts with students as part of their duties
- Any employee who is considered a supervisor
- Directors, coordinators, and deans in areas like student life and athletics
- Coaches of athletic or academic teams
- Faculty/associate faculty/instructors

Employees who are not required to report based on District policy are encouraged to report.

MSJC's Mental Health Counselors are considered confidential resources and do not have reporting responsibilities.

Confidentiality

Information related to reports of sexual harassment or other sex or gender-based misconduct is handled with the utmost discretion and may only be shared on a need-to-know basis in order to address public safety concerns, comply with state and federal legal requirements, or implement supportive measures.

Reporting Responsibilities

The District has identified nonconfidential employees who are required to promptly report sexual harassment and other sex or gender-based misconduct to the Title IX Coordinator.

Those with a responsibility to report under District policy include, but are not limited to:

- All members of the Executive Cabinet
- Any employee who regularly interacts with students as part of their duties
- Any employee who is considered a supervisor
- Directors, coordinators, and deans in areas like student life and athletics
- Coaches of athletic or academic teams
- Faculty/associate faculty/instructors

Employees who are not required to report based on District policy are encouraged to report.

MSJC's Mental Health Counselors are considered confidential resources and do not have reporting responsibilities.



Sex or Gender-Based Misconduct

Reporting Options and Support Resources Under Title IX

Mt. San Jacinto Community College District is committed to providing an academic and work environment free of unlawful sex or gender-based misconduct, including sexual harassment. Sexual harassment under Title IX includes sexual assault, dating violence, domestic violence, and stalking.

Any person may report sexual harassment, or other sex or gender-based misconduct, whether or not the person reporting is the person who experienced an incident.

Anyone who has experienced sexual harassment or other sex or gender-based misconduct has the right to choose whether to report an incident to the District or to local law enforcement agencies, or not to file a report. This document outlines options for reporting and resources available for support regardless of whether an incident is reported.

FOR INFORMATION AND RESOURCES

msjc.edu/titleix

Reporting to Title IX

The District takes all reports seriously. Sex or gender-based misconduct may be reported to the District by contacting the Title IX Office:

Meaghan Kauffman (she/her)
Title IX Coordinator
Human Resources
Temecula Valley Campus
41888 Motor Car Parkway
Temecula, CA 92591
mkauffman@msjc.edu
(951) 374-0539
msjc.edu/titleix/report

The Title IX Coordinator oversees the District's response to a report of sex or gender-based misconduct, including:

- Reviewing and following up on all reports
- Sharing information regarding next steps based on what was reported
- Connecting individuals with on-campus and off-campus resources
- Providing access to appropriate and reasonably available supportive measures
- Assisting those who have experienced a crime with reporting to the Riverside County Sheriff's Department

The Title IX Coordinator is a nonconfidential resource. Consultation is available to those who contact the Title IX Office anonymously, however, there may be an obligation to respond if a person who experienced or engaged in sexual misconduct is identified.

On and Off-Campus Resources

MSJC Mental Health Counselors are confidential campus resources that offer in-person or telehealth counseling through the Student Health Center
healthservices@msjc.edu
(951) 465-8371

Riverside Area Rape Crisis Center-RARCC offers free, confidential services, including a 24/7 hotline and advocacy, to the San Jacinto Campus and surrounding areas
info@rarcc.org
(951) 686-7273

REACH offers free, confidential services, including a 24-hour Crisis Hotline, to the Menifee Valley and Temecula Valley Campuses and surrounding areas
info@reachus.org
(951) 652-8300

National Resources

National Sexual Assault Online Hotline provides trained staff who can offer confidential crisis support via chat
online.rainn.org

National Domestic Violence Hotline offers call, chat, and text options for those seeking support and resources
thehotline.org
(800) 799-7233 (SAFE)

VictimConnect Resource Center offers call, chat, or text options for victims of crime
(855) 484-2846 (4VICTIM)

Responding to a Report

When the Title IX Office receives a report of sexual harassment or other sex or gender-based misconduct, the report is reviewed to determine jurisdiction and applicable policies and procedures. This is immediately followed by initial outreach to the individual who is reported to have experienced the conduct to determine if a formal complaint will be filed. Information about supportive measures and on and off-campus resources is also provided.

Upon receipt of a formal complaint, if it is determined that an investigation is warranted, the Title IX Coordinator will notify those identified as having experienced and engaged in the reported conduct of the pending investigation. The involved Parties are provided an opportunity to select an Advisor and to meet individually with the Investigator. The Investigator will also meet with any witnesses, collect evidence, and prepare a report of their findings regarding the complaint.

Following completion of the investigation, a hearing is conducted by a neutral Decision-Maker who will make a final determination regarding the responsibility of the accused individual based on a preponderance of the evidence. Both Parties have the right to appeal the Decision-Maker's decision.

The complete Title IX grievance process, including the prescribed timeline, can be found in Administrative Procedure 3434 at msjc.edu/titleix.

Law Enforcement

In the event of an emergency requiring immediate assistance, call **9-1-1**.

An incident may be reported at any time to the **Riverside County Sheriff's Department:**

Hemet Station - **(951) 791-3400**
San Jacinto Station - **(951) 654-2702**
Perris Station - **(951) 210-1000**

Campus Safety

The **Campus Safety Department** partners with the Riverside County Sheriff's Department to provide for the safety and security of the entire MSJC community.

Anyone who wishes to make a report to law enforcement may call Campus Safety at **(951) 639-5188** to reach Riverside County Sheriff's Department staff assigned to the campus, including for assistance with filing for an order of protection or other similar orders:

San Jacinto Campus
Building 750
Monday-Friday - 6:00 a.m. to 10:30 p.m.

Menifee Valley Campus
Building 2004
Monday-Friday - 6:00 a.m. to 10:30 p.m.

Temecula Valley Campus
Room 102
24 hours a day/7 days a week

Individuals who are Deaf or Hard of Hearing may text **(951) 537-7832**

Preservation of Evidence

Making a report soon after an incident can help to avoid issues with gathering evidence that may impact investigations. Even if undecided about whether to report sexual harassment or other sex or gender-based misconduct, there are steps that can be taken to preserve evidence that may be relevant to a District investigation or one conducted by law enforcement:

- Save emails, voicemails, photographs, and copies of related documents
- Take screenshots of text messages, instant messages, and social media posts
- In the case of sexual assault, preserve all physical evidence by refraining from bathing, douching, changing clothes, or cleaning the areas around where the assault occurred
- If it is suspected that a drink was tampered with, inform a medical provider and/or law enforcement as soon as possible for testing
- Do not alter, dispose of, or destroy any physical evidence

Regardless of whether the incident is reported to the Title IX Office or law enforcement, consider seeking medical attention. Even in a case where there is no evidence of serious injury, a medical examination may address other physical needs or trauma and assess for sexually transmitted infections or pregnancy. Specially-trained staff may also be able to offer a sexual assault forensic exam.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge upon receipt of a report of sex or gender-based misconduct. The District will provide requested supportive measures as appropriate and as reasonably available.

Supportive measures may include, but are not limited to:

- Mental health counseling
- Transferring to a different section of a course
- Rescheduling an exam or extending an assignment deadline
- Assistance with securing alternative housing
- Providing a campus escort
- Change in work-study assignment or work schedule
- No-contact orders
- Assistance with arranging for an incomplete, course withdrawal, or leave of absence

These measures are designed to protect the safety of everyone involved, protect the District's education environment, and/or deter sexual harassment. Supportive measures are provided on a confidential basis and are disclosed only when the need to know is necessary to enable the District to provide the service or when otherwise required by law.

The Title IX Coordinator can assist in accessing supportive measures.