
REPORTING SEXUAL MISCONDUCT



MONTGOMERY
COUNTY COMMUNITY COLLEGE

INTRODUCTION

Montgomery County Community College (“the College”) encourages the reporting of any incident of sex-based harassment, including sexual assault, domestic violence, dating violence, and stalking. This guide explains the College’s resources and options available to individuals impacted by sex-based harassment.

In compliance with federal law (Title IX), the College has appointed a Title IX Coordinator whose role is to ensure that members of the community receive Title IX protections as guaranteed by law and institutional policy. Contact information for the College Title IX Coordinator and other key resources is listed in the next section.

We understand this can be an overwhelming time for someone who has experienced sex-based misconduct, and we regret that you may have had such an experience. We want you to know that we are here for you and want to support you in making the choices that are best for your needs, without pressure and with respect for your autonomy and privacy.

CHOOSE HOW TO PROCEED

You have options. You can: (1) do nothing until you are ready, (2) pursue a College resolution, (3) initiate criminal proceedings, 4) initiate a civil process against the perpetrator, and/or 5) pursue healing options that do not require reporting to any official. You may pursue whichever combination of options is best for you. If you pursue a College resolution, your options can include an investigation and hearing, informal resolution, and/or supportive measures. Those options are summarized and explained in detail here in the College’s Policy on [Sexual Misconduct](#).

IF YOU HAVE EXPERIENCED SEX-BASED MISCONDUCT

If you are off campus and experiencing an emergency, you can call local police by dialing 911. You may also call the local police department’s non-emergency line at 610-279-9033 (Whitpain Township, if you are near the Blue Bell Campus), 610-970-6572 (Pottstown Borough, if you are near the Pottstown Campus).

1. Go to a safe location as soon as you are able.

2. Contact any of the following for immediate assistance on campus or in the community:

- a. Title IX Coordinator at titleixcoordinator@mc3.edu.
Regular business hours, M-F
- b. [Campus Safety](#) at 215-641-6666 (Blue Bell) or 610-718-1913 (Pottstown).
24 hours/7 days
- c. [Community Health & Dental Care](#) (near Pottstown Campus) at 610-326-9460.
Regular business hours, M-F
- d. [TimelyCare Telehealth](#) at 24 hours/7days a week (download the app to access care)
- e. [Wellness Centers at Montco](#)
Blue Bell Campus
College Hall Building, First Floor, 103
Pottstown Campus
North Hall Building, First Floor, 111-114
wellness@mc3.edu
- f. [Victim Services Center of Montgomery County](#) at 888-521-0983. 24 hours/7 days
- g. [Women’s Center of Montgomery County](#) at 800-773-2424. 24 hours/7 days
- h. Philadelphia Domestic Violence Hotline: 866-723-3014

3. Medical Attention: Seek immediate medical attention if you are injured or believe you may have been exposed to the risk of an STI/STD or pregnancy at your local hospital/urgent care facility or at one of these locations near Montco’s campuses.

4. List nearby hospitals for each campus

a. [Jefferson Abington Hospital](#)

(215) 481-2000

b. [Jefferson Einstein Montgomery Hospital](#)

(484) 622-1000

c. [Bryn Mawr Hospital](#)

(484) 337-3000

d. [Lankenau Medical Center](#)

(484) 476-2000

e. [Pottstown Hospital](#)

(610) 327-7000

5. **Evidence Preservation:** Preserving evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The following steps will help preserve evidence:

FOR INSTANCES OF SEXUAL ASSAULT:

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement).
 - If you are still wearing any clothes worn during the incident, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence.
- Seeking medical treatment, in general, can be essential, even if it is not for the purpose of collecting forensic evidence.

- Typically, police will be called to the hospital to take custody of the forensic kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

FOR INSTANCES OF STALKING/DATING VIOLENCE/DOMESTIC VIOLENCE/SEX-BASED HARASSMENT:

- Evidence in the form of text and voice messages will be lost, in most cases, if the impacted individual changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

6. **Contacting Law Enforcement:** The College will provide assistance contacting law enforcement, if the impacted individual wishes to do so. Contacting law enforcement is not required to receive support or to engage other options for resolution through the College. Local law enforcement can assist with evidence collection, evidence preservation, taking statements, pressing criminal charges, and obtaining protective or restraining orders. Local law enforcement agencies include:

Campus Safety

Blue Bell Campus: 215-641-6666

Pottstown Campus: 610-718-1913

Local Law Enforcement

Pottstown Borough Police Department:

610-970-6572

Whitpain Township Police Department:

610-279-9033

The College will also help facilitate contact with any other law enforcement agencies not listed above if those agencies would have jurisdiction over the alleged misconduct or could otherwise provide support for or information to the impacted individual.

If any impacted individual would prefer to have a support person accompany them to any meeting or interview with law enforcement, the College will help find an appropriate resource at the institution or in the local community.

If any impacted individual is interested in support with contacting law enforcement, they should contact Dr. Mikiba Morehead, MCCC's Interim Title IX Coordinator, at titleixcoordinator@mc3.edu.

7. Resolution Options: Impacted parties have a variety of procedural options for resolution of a complaint of sex-based misconduct at the College:

- **Initiate a Complaint and Investigation with a Hearing:** An impacted party may initiate a complaint with the Title IX Coordinator and request the Title IX Coordinator open an investigation into the allegations. The assigned investigator will interview parties and relevant witnesses, collect evidence, and write an investigation report for the parties' review. After the investigation is complete, a live hearing with a Decision-maker will take place, and the Decision-maker will determine whether a violation of College policy occurred. This is a College administrative process, not a criminal or civil process.

- **Informal Resolution:** An impacted party may seek to resolve the allegations through an Informal Resolution, according to the parameters set out in the Policy on Sexual Misconduct. All involved parties and the Title IX Coordinator must agree to Informal Resolution. Informal Resolution is a college administrative process, not a criminal or civil process. The College offers four approaches to Informal Resolution:

- **Supportive Resolution:** The College can provide individualized support measures designed to maintain or restore the impacted individual's access to the College's education program and activities. See below for a list of possible supportive measures.
- **Educational Conversation:** The Title IX Coordinator can resolve the allegations informally by having a conversation with the person alleged to have committed the policy violation to discuss the allegations and institutional expectations. If the impacted individual wishes to have this conversation, the Title IX Coordinator may accompany them, if desired.
- **Accepted Responsibility:** The person alleged to have committed the policy violation is willing to accept responsibility for violating policy and accept sanctions, and the impacted individual and College accepts the resolution terms.
- **Alternative Resolution:** Could include, but is not limited to mediation, shuttle negotiation, restorative practices, and facilitated dialogue as a means to reaching an agreed-upon resolution.

If the impacted party chooses to initiate an investigation, Informal Resolution is available at any time during an investigation (see above) prior to a final determination. No investigation is required, though, to have access to Informal Resolution options.

- **No Action Taken:** Unless an imminent and serious threat to the health or safety of the impacted individual, or the wider College community exists, if the impacted individual declines to pursue College action to resolve the allegations of sex-based harassment, the College will provide support but not pursue resolution. The impacted individual may pursue any of the above resolutions at any time.

Impacted individuals may also seek criminal charges or civil remedies, outside the administrative resolution options the College offers, as outlined above. For more information on criminal charges or civil remedies please reach out to Campus Safety at your home campus or the Title IX Coordinator at titleixcoordinator@mc3.edu.

- **8. Protection Orders.** The Title IX Coordinator, Campus Safety, or local law enforcement can provide information for obtaining a protection order, if desired. A protection order, imposed by a court, would prohibit proximity and/or contact between individuals.

REPORTING

To make informed choices, all parties should be aware of confidentiality and privacy considerations, as well as institutional mandatory reporting requirements.

Confidential Resources: A confidential resource is not required to share information about disclosures of sex-based harassment with the College. If an impacted individual would like the details of an incident to be kept confidential, they may speak with the following:

Community-based resources (non-employees):

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies

- Clergy/Chaplains
- Attorneys
- Employee Assistance Program/Student Assistance Program

Mandated Reporting: All College employees are mandated reporters. This means they are required to report disclosures about sex-based misconduct to the Title IX Coordinator. The Title IX Coordinator will reach out to offer support and the opportunity to initiate a complaint to the impacted party, but the impacted party can choose whether to respond or participate in any meeting or process.

SUPPORTIVE MEASURES AND RIGHTS IN THE RESOLUTION PROCESS

SUPPORTIVE MEASURES

- The College will assist any impacted party with accessing essential resources both on-campus and in the community.
- The Title IX Coordinator will discuss the availability of supportive measures after an alleged incident of sex-based harassment. No complaint or investigation, either campus or criminal, needs to occur before this option is available. Such measures may include, but are not limited to:
 - Referral to counseling, medical, and/or other healthcare services
 - Referral to the Employee/Student Assistance Program

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- Referral to community-based service providers
- Referral to visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Referral for transportation accommodations
- Implementing contact restrictions (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

RIGHTS OF PARTIES IN THE COLLEGE TITLE IX RESOLUTION PROCESS

Under the Policy on Sexual Misconduct and procedures, the parties have the right to:

- An equitable investigation and resolution of all credible allegations of sex-based harassment, when reported in good faith to College officials.
- A fundamentally fair resolution as defined in College procedures.
- Timely written notice of all alleged violations, including the identity of the parties involved

(if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated Policies and procedures, and possible sanctions.

- The ability to select an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
- Have College policy and procedures followed without material deviation.
- Be treated with respect by College officials.
- Have College law enforcement, security, and/or other College officials respond promptly to alleged policy violations.
- Have the College maintain supportive measures for as long as necessary, ensuring they remain confidential, provided confidentiality does not impair the institution's ability to provide the supportive measures or comply with the law.
- Preservation of confidentiality/privacy, to the extent possible and permitted by law.

For a full list of rights, please refer to the Policy on Sexual Misconduct on the [College's website](#).

FREQUENTLY ASKED QUESTIONS (FAQ)

Can an attorney be my Advisor?

Yes. You have the right to an Advisor of your choice, which can include an attorney.

Will my parents/guardians find out about this incident?

It depends. If you are a minor, College officials may have certain mandatory reporting obligations, which may include notifying your parents/guardians of the incident.

If you are not a minor, any incident disclosed to a Mandatory Reporter is a part of your education record, which is protected under the Family Educational Rights and Privacy Act (FERPA). This means that your education record cannot be shared with anyone with whom you have not given the College permission to share, except in emergency situations.

Do I have to resolve this through a Resolution Process with the College?

No. You have options, as outlined above. The Title IX Coordinator can explain those options and answer your questions.

Is there a time limit for reporting?

There are no time limits on initiating a complaint; however, the passage of time may impact your options.

Will I get in trouble if I was drinking underage during the incident?

No. To encourage reporting and participation in the Resolution Process, the College offers parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident.

What happens if the Respondent fails to comply with the sanctions after a Resolution Process?

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination.

What happens if the Respondent transfers, leaves, or resigns prior to the conclusion of the Resolution Process?

It depends on the circumstances. The Title IX Coordinator can provide more information.

What if law enforcement is involved?

The College's action(s) or processes do not change, generally, because there are civil or criminal charges involving the underlying incident(s). The College may undertake a short delay in its investigation if circumstances require.