

# How to Report an Incident

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## Bradley University

The University encourages all members of the University community to be aware of both the consequences of sexual assault and misconduct and the options available to survivors. If you or a friend has been subjected to any form of sexual misconduct please use the following procedures:

- Get the person to a safe and secure environment.
- Preserve all physical evidence. (This means refraining from washing, using the toilet, or changing clothing.) A person may or may not choose to press charges, but preserving physical evidence will give them the option to do so later on.
- Seek medical treatment.
- Report the incident. You have several options to do so:
  - Title IX Coordinator \*
    - Crystal Elliott (309) 677-3223
    - celliott@fsmail.bradley.edu
  - Executive Director of Student Support Services \*
    - Anne Hollis (309) 677-3658
    - ahollis@fsmail.bradley.edu
  - Executive Director of Residential Living and Judicial \*
    - Ryan Bair (309) 677-2697
    - rbair@fsmail.bradley.edu
  - Bradley University Police (309) 677-2000
  - Bradley Counseling Center (309) 677-2700
  - Peoria Center for Prevention of Abuse (800) 559-7233

- EthicsPoint Reporting 1(877) 226-2407 – Anonymous reporting option

\*When reporting the incident to the Crystal Elliot, Anne Hollis or Ryan Bair a student will be made aware of options for pursuing charges against the offender(s) through the criminal courts and the university disciplinary system. Filing a report does not obligate a person to continue with University disciplinary actions or legal proceedings. At the reporting party's request, special provisions such as temporary alternate campus housing or no contact orders may be arranged during the period of investigation and adjudication.

A student charged with sexual assault or misconduct may face disciplinary actions under the University Standards of Conduct and may be prosecuted under Illinois criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action. Both the accuser and the accused will be informed of the outcome of any University disciplinary proceeding brought alleging a sex offense.

#### **Procedures:**

- Preliminary Inquiry
  - An initial determination is made about the allegations and whether to move them forward to a formal investigation. This decision is made with guidance from the Title IX Coordinator, taking into account the nature of the allegations and the reporting party's wishes. If the decision is made to move forward, the Coordinator refers the allegations to investigators.
- Investigations
  - An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses, and prepare reports of their findings.
- Hearings

- The hearing panel will have the opportunity to question the investigators during hearings. If both parties are students, they may make opening and closing statements to address the issues raised in the investigators' report. They may also ask questions of the investigators.
- Standard of Evidence
  - The University uses a preponderance of evidence standard in its decision-making. Decision-makers consider whether, given the available credible evidence, it is more likely than not that a violation occurred.
- Past History
  - The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the University will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Involved parties will be notified in advance if such information has been deemed relevant and will be considered during the process.
- Final Determination
  - The parties will be informed in writing of the outcome of the resolution, without significant delay between the notifications to each party. This notice will include the procedures for appealing the decision, any change to the results that occurs prior to the time that such results become final, and when results are considered to be final.
- Appeals
  - All parties involved in sexual misconduct proceedings may appeal decisions within five days. All parties are included in any appeal reconsideration and have equal rights of participation.

There is only one level of appeal, and that decision is final. See the Student Handbook for further details.