

Rights, Options, & Reporting Policies

Reporting Dating Violence, Domestic Violence, Sexual Assault and Stalking

Cochise College encourages all members of its community to report incidents of dating violence, domestic violence, sexual assault and stalking; all employees of Cochise College are required by College policy to report any information about sexual harassment or incidents of dating violence, domestic violence, sexual assault and stalking.

Notice or complaints of dating violence, domestic violence, sexual assault or stalking can be made by filing a complaint with, or giving verbal notice to, the Title IX Coordinator or a Cochise College official with authority or reporting online, using the reporting form posted on the Title IX page of the Cochise College website at www.cochise.edu/title-ix/. Cochise College has designated the following persons as Cochise College Officials with Authority: President, Vice Presidents, Executive Director of Human Resources or any of the College's Academic Deans.

Survivors of dating violence, domestic violence, sexual assault and stalking are encouraged to preserve all evidence, including medical, physical and electronic evidence, that may assist in proving that the alleged offense occurred or that may be helpful in obtaining an order of protection or injunction against harassment. Some ways to preserve evidence include refraining from:

- washing, bathing, showering or douching;
- washing clothes or other items worn/used during the incident;
- deleting text, voice or email messages.

Survivors have the right to receive medical care and/or a forensic exam regardless of whether they wish to involve law enforcement. Forensic exams are available in Cochise county through the Cochise Family Advocacy Center, Inc. (also known as Lori's Place) at 214 East Tacoma St, Sierra Vista, AZ 85635 and can also be obtained in coordination with any hospital in Cochise county.

Survivors of dating violence, domestic violence, sexual assault and stalking have the option to notify law enforcement authorities, including on-campus security and local law enforcement, and to receive assistance by campus authorities in notifying law enforcement if they choose or to decline to notify Campus Security and/or local law enforcement if they so choose. Cochise College will comply with any

requests by a survivor to assist or request to decline assistance in notifying law enforcement authorities, except as otherwise required by federal or state law.

Survivors may obtain orders of protection or injunctions against harassment from the Cochise County Superior Court. Cochise College will assist members of its community in developing plans to prevent violations of these court orders. If an individual obtains an order of protection or injunction against harassment, they are encouraged to provide a copy of the court order to Cochise College's Title IX Coordinator and/or Campus Security so that the College is aware of the existence of the order and any court ordered limitations or restrictions. Although the College cannot enforce a violation of a court order, the College can assist in contacting local law enforcement to report a violation. In addition, Cochise College may issue an institutional no-contact order, which is enforced under College policies and procedures and only applies within the jurisdiction of the College.

Procedures for Disciplinary Action

Filing a Formal Complaint

A Formal Complaint means a document filed/ signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the college investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by email to:

Loren Gladwill
Acting Title IX Coordinator

Cochise College
901 North Columbo Avenue
Student Union, Room 1055
Sierra Vista, AZ 85635
(520) 417-4752 (office)
titleix@cochise.edu

Upon receipt of a complaint or notice to the Title IX Coordinator of an allegation of dating violence, domestic violence, sexual assault or stalking, Cochise College will either (i) Offer supportive measures because the Complainant does not want to proceed formally; (ii) offer supportive measures and initiate a

formal grievance process including an investigation, hearing and notice of decision, with option for an appeals process initiated by any party to the proceeding; or (iii) offer supportive measures and initiate an informal resolution process.

Formal Grievance Process

Cochise College's formal grievance process for institutional disciplinary proceedings to resolve complaints alleging dating violence, domestic violence, sexual assault or stalking includes:

Notice of Investigation

The Title IX Coordinator will provide written notice of the investigation and allegations to all parties to an institutional disciplinary proceeding arising out of allegations of dating violence, domestic violence, sexual assault or stalking upon commencement of the formal grievance process.

Investigation

An investigator is assigned to formally investigate the complaint and will meet with each party separately as well as other witnesses and will review evidence. Each party to the investigation will have an opportunity to review the investigation report before it goes to the decision-maker assigned to the case.

Hearing

The decision-maker assigned to the case will hold a hearing before making a final decision and imposing sanctions, if applicable. Each party to the investigation may participate in the hearing; the College will make arrangements to prevent direct contact as requested by the parties to the case.

Notice of Decision

The decision-maker assigned to the case will provide a written determination of whether there is a reasonable belief that the allegations can be proven based on the standard of "preponderance of the evidence," (i.e., whether it is more likely than not that the policy was violated), not the criminal standard of "beyond a reasonable doubt."

Appeals

All parties have the right to appeal the decision issued by the decision-maker assigned to the case. Appeals must be submitted to the Title IX Coordinator within 5 calendar days of the issuance of the Notice of Decision by the decision-maker assigned to the case. Grounds for appeal are limited to (a) procedural

irregularities that affected the outcome of the matter; (b) availability of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and (c) evidence that the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against one or more of the parties that affected the outcome of the matter.

Informal Resolution Process

Cochise College also offers an informal process for resolution of complaints of dating violence, domestic violence, sexual assault and stalking. To initiate an informal resolution process, a formal complaint must be made to the Title IX Coordinator. Prior to implementing an informal resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the college.

Cochise College will obtain voluntary, written confirmation that all parties wish to resolve the matter through informal resolution before proceeding and will not pressure the parties to participate in informal resolution. It is not necessary to pursue informal resolution first in order to pursue a formal grievance process, and any party participating in informal resolution can stop the process at any time and begin or resume a formal grievance process.

Informal resolution can include four different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism, such as mediation;
- When the parties agree to resolve the matter by entering into an informal resolution agreement;
- When a party accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

Student Social Standards/Human Resources Policy Violations

Allegations that fall outside of the jurisdiction of Cochise College's Title IX and Sexual Harassment Compliance (Policy 1029) as determined by the College's Title IX Coordinator may be referred to the Vice President of Student Services (Social Standards violation) or Human Resources (Human Resources policy violation) for further review and possible disciplinary action for violations of Cochise College Student Social Standards or Human Resource policies.

Institutional Disciplinary Proceeding Time-lines

Cochise College must conclude institutional disciplinary proceedings arising out of allegations of dating violence, domestic violence, sexual assault or stalking within a reasonably prompt timeframe, which is dependent upon the nature and complexity of the allegations in the formal complaint; typically a resolution may be obtained within 60 to 90 business days from the commencement of either a formal grievance process or informal resolution process.

Standard of Evidence

Cochise College utilizes a preponderance of the evidence standard in any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking.

Possible Sanctions

Possible sanctions that may be imposed following the results of any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking include: a warning, required counseling, probation, eviction from a campus hearing, suspension, expulsion, withholding of a diploma, revocation of a degree, organizational sanctions (e.g., deactivation, loss of recognition, loss of privileges including registration for classes for a specified period of time), an employee performance improvement/management process, required training or education, loss of annual pay increase, the loss of oversight/supervisory authority, demotion, employment suspension with or without pay and employment termination.

Supportive Measures

Cochise College will offer and implement appropriate and reasonable supportive measures upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to parties to an allegation of dating violence, domestic violence, sexual assault or stalking to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of members of the College community, the College's educational environment, and/or to deter sexual harassment and/or retaliation.

The range of available supportive measures include, but are not limited to, referral to counseling, medical, and/or other health care services, referral to the college's employee support program or communitybased service providers, student financial aid counseling, altering work arrangements for employees or student-employees, altering campus housing assignments, safety planning, providing campus safety escorts, implementing contact limitations (no contact orders) between individuals, offering academic support, extensions of deadlines, or other course/program-related adjustments, providing for no-trespass orders, when applicable, assisting with class schedule modifications, withdrawals, or leaves of absence, increasing security and monitoring of certain areas of the campus and any other actions deemed appropriate by the Title IX Coordinator. Any violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Due Process in Institutional Disciplinary Proceedings

Any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking will:

- 1) Include a prompt, fair and impartial process from the initial investigation to the final result;
- 2) Be conducted by officials who, at minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct

an investigation and hearing process that protects the safety of survivors and promotes accountability, and who are free from conflict of interest or bias for or against any party to the proceeding;

- 3) Provide both the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice;
- 4) Not limit the choice of advisor or presence of either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, Cochise College may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties; and
- 5) Notify all parties to the disciplinary proceeding, simultaneously and in writing, of:
 - a. the result of any institutional disciplinary proceeding that arises from allegations of dating violence, domestic violence, sexual assault or stalking;
 - b. applicable procedures for appeal, which will also be equally available to all parties to the disciplinary proceedings
 - c. any change to the outcome or result of the disciplinary proceeding; and
 - d. when any such results become final.

Confidentiality

Cochise College will keep confidential the identity of any survivor, reporter, witness or person alleged to have engaged in dating violence, domestic violence, sexual assault or stalking. Such confidentiality shall extend to the college's completion of any required publicly available statistical reporting, including Clery Act reporting and disclosures, which will specifically exclude any personally identifiable information relating to a survivor, reporter, witness, or person alleged to have engaged in dating violence, domestic violence, sexual assault or stalking.

Information about a report of dating violence, domestic violence, sexual assault or stalking including the identity of any survivor, reporter, witness or

person alleged to have engaged in such misconduct is disclosed only to select school officials who have an essential need to know to carry out their job responsibilities, including the provision of reasonable supportive measures to any party. The College will also maintain as confidential any accommodations or supportive measures provided to the extent that maintaining confidentiality would not impair the College's ability to provide such accommodations or protective measures as requested. As is the case with any educational institution, the College must balance the needs of the individual with its obligation to protect the safety and well of the community at large.

Campus and Community Resources

When a student or employee survivor reports an incident of dating violence, domestic violence, sexual assault and stalking, Cochise College will, whether the incident occurred on- or off-campus, provide the survivor with written documentation of their rights and options, along with information about existing counseling, health, mental health, victim advocacy, visa and immigration assistance, student financial aid and other services available for survivors both within the institution and in the community.

Cochise College will make accommodations and supportive measures available upon request if they are reasonably available, regardless of whether a survivor chooses to report to Campus Security or local law enforcement. Cochise College will also notify survivors about institutional options for changes to academic, living, transportation and working situations and available supportive measures.

Existing institutional and community counseling, health, advocacy and other resources available for survivors of dating violence, domestic violence, sexual assault and stalking include:

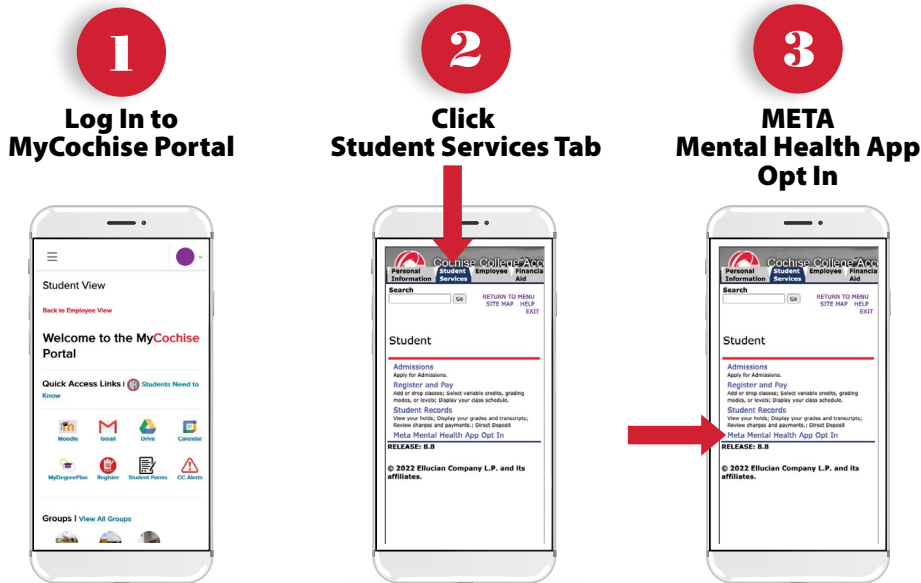
On-Campus Resources

Cochise College has developed partnerships with local Cochise county mental health provider (Community Health Associates "CHA") and with national mental health counseling platform, META Teletherapy. Students interested in scheduling an appointment to meet with our local mental health provider (available in-person on the Douglas cam-

pus or in a virtual format) should contact Andrea Alston at alstona@cochise.edu or (520) 417-4100.

Students interested in opting into the META app should follow the steps below:

Opt in to the META Mental Health app by visiting my.cochise.edu



META is a new mental health app free to all students. Follow the three easy steps to opt in. You will then get an email letting you know that you can download the app and start using it. The counseling sessions are private and you can reach out for any reason including depression, anxiety, and loneliness. For more information, contact (520) 515-5451 or villareala@cochise.edu

Community Resources

Community counseling and health resources for survivors of dating violence, domestic violence, sexual assault and stalking include:

- **Arizona Counseling and Treatment Services (ACTS) Outpatient** (566) 226-9002
 - Benson: 500 S. Highway 80, Benson, AZ 85602 (520) 720-0290
 - Sierra Vista: 2039 E. Willcox Drive, Suite B, Sierra Vista, AZ 85635
- **SEABHS/Southeast Arizona Behavioral Health Services**
 - Benson: 611 W. Union St., Benson, AZ 85602 (520) 586-0800
 - Sierra Vista: 4755 Campus Drive, Sierra Vista, AZ 85635 (520) 458-3932
 - Willcox: 404 Rex Allen Drive, Willcox, AZ 85644 (520) 384-2521
- **Cochise Family Advocacy Center (“Lori’s Place”)** (520) 515-4444 www.lorisplaceaz.org
 - 214 East Tacoma St, Sierra Vista, AZ 85635
- **RAINN: Rape, Abuse & Incest National Network** (800) 656-HOPE www.rainn.org
- **Sierra Vista Wellness Connections** (520) 452-0080

Community advocacy resources for survivors of dating violence, domestic violence, sexual assault and stalking include:

- **Cochise Family Advocacy Center (“Lori’s Place”)** (520) 515-4444 www.lorisplaceaz.org
 - 214 East Tacoma St, Sierra Vista, AZ 85635
- **Cochise County Attorney Victim Witness Program** (520) 432-8700 www.cochise.az.gov/201/victim-witness-program
- **RAINN: Rape, Abuse & Incest National Network** (800) 656-HOPE www.rainn.org

Community dating and domestic violence and shelter resources include:

- **Forgach House** (Sierra Vista) (520) 458-9096
- **House of Hope** (Douglas) (520) 364-2465
- **Community Partnership of Southern Arizona** (Tucson) (800) 771-9889
- **Emerge Domestic Violence Bilingual Crisis Hotline** (520) 795-4266 or (888) 428-0101

Community legal resources for survivors of dating violence, domestic violence, sexual assault and stalking include:

- **Cochise Family Advocacy Center (“Lori’s Place”)** (520) 515-4444 www.lorisplaceaz.org
- 214 East Tacoma St, Sierra Vista, AZ 85635
- **Arizona Courts (No-Contact)** azpoint.azcourts.gov
- **Southern Arizona Legal Aid, Bisbee** (520) 432-1639 www.sazlegalaid.org

Additional community and institutional resources can be found on the next page.

Rights, Options, and Reporting Policies

Cochise College prohibits any discrimination as defined by Title IX of the Education Amendments of 1972 to include, but not limited to, gender-based discrimination, sexual harassment, sexual misconduct, and sexual violence. Such acts can interfere with a student’s ability to participate in or benefit from the College’s academic and non-academic programs, an employee’s ability to function in the workplace, or a campus visitor’s ability to utilize the College. Accordingly, these behaviors are strictly prohibited.

Cochise College policies and procedures are intended to afford a prompt, thorough, and impartial response from the College to an allegation of gender discrimination, sexual harassment, and/or sexual misconduct in accordance with Title IX. Any Title IX violations are to be reported to the Title IX Coordinator at 520-452-2683. Cochise College’s complete Title IX and Sexual Harassment Compliance policy is available online at the Cochise College [Title IX page](#).



MENTAL HEALTH

Arizona Complete Health
24/7 Mental Health Hotline
1-866-495-6735

Crisis Textline
Text HOME to 741741 to connect with a Crisis Counselor

Suicide Prevention
www.afsp.org
1-800-273-8255



Hotlines
Disaster Distress: 1-800-988-5990
Sexual Assault: 1-800-656-4673
Suicide Lifeline: 1-888-628-9454
Trevor Project (LGBTQ+): 1-800-488-7386
Teenline: 1-800-248-8336
Self Harm: 1-800-DONTCUT

EDUCATION

* Current students only

Tutoring & Peer Mentoring
www.cochise.edu/tutoring



Hotspot & Laptop Check out
Free through the Cochise College Library



Cochise College Directory
List of all offices and departments
www.cochise.edu/directory



FOOD

Cochise Cupboard
Food resources
foodpantry@cochise.edu

DES
Food stamps/SNAP
des.az.gov

FOOD BANKS

St. Vincent de Paul
ssvpusa.org

Community Food Bank of Southern AZ
azfoodbanks.org
520-622-0525

HOUSING

Douglas Campus Housing
www.cochise.edu/housing

Housing Authority of Cochise County
www.cochise.az.gov/housing-authority
520-432-8880

Good Neighbor Alliance
svshelter.org 520-439-0776

FINANCES

Tuition & Financial Assistance
FAFSA: studentaid.gov

Scholarships
List of internal and external scholarships
www.cochise.edu/scholarships

Emergency Scholarship Requests



EMPLOYMENT

Cochise College Employment
Work Study, Part Time & Full Time positions
www.cochise.edu/employment

AZ @ Work
Employment & Training Assistance
arizonaatwork.com

CAMPUS EMERGENCIES

Security
Douglas Campus
520-471-4022

Sierra Vista Campus
520-515-5470

Downtown Center
520-335-2947



Additional resources available at
www.cochise.edu/wellness-life-resources

