

York University
Sexual Assault Awareness, Prevention, and Response Policy Working Group
Meeting Notes

Date: Thursday, June 04, 2015

Time: 2:00 p.m. – 3:30 p.m.

Location: 956 Kaneff Tower

Attendance: Elana Shugar, Rob Castle, Catherine Salole, Deb Hansen, Grace Permaul, Margaret Macharia, Aldo Altomare, Prakash Amarasooriya, Daulton Scott.

Regrets: Liisa Stephenson, Siraz Chatha, Polly MacFarlane, Lauren Keyes (designate for Mina Rajabi Paak), Gire Jonathan, Rodney John de Roché, Jessica Thyriar, CWTP Representative.

Review of Meeting Notes from Last Meeting (Meeting 11; Thursday, May 21, 2015)

- Clarification required – Does Personal Counselling Services (PCS) outline the Crisis Intervention Protocol options to individuals who contact them?
 - **ACTION:** Confirm with P. MacFarlane.

Group Agreement Overview

- Discussion around having a group agreement. Having a collaborative process is very important. Trust has been built along the way. We want to continue to maintain a process where all members can feel comfortable contributing and new members have opportunities to become familiar with the process.
- The working group reviewed a group agreement that encourages that meetings are conducted in a safe and respectful manner. The group agreement outlines the following:
 - One person speaks at a time.
 - Members are aware of taking up space.
 - Members are respectful of people’s identities and experiences (as outlined in the TOR)
 - Confidentiality is maintained.
 - Individuals are referred to by their names and preferred pronouns.

- Inclusive language is used at all times.
- Members are open to learning.
- There is active participation
 - Right to pass.
- There is balance in the conversation and mindfulness of time.
- People's experiences are recognized.
 - Assumptions should not be made about experiences

Other Business

- Review of the draft response to Silence Is Violence at York's email.
 - Email response was drafted with respect to Silence Is Violence at York's request to join the working group. The email was reviewed, revised, and approved by members.
 - **ACTION:** R. Castle will send it to M. Gray.
- S. Chatha could not attend but submitted some questions about the Security Services response process.
- Consistent representation is extremely important for continuity, building collaboration, and furthering the process. However, we recognize it can be difficult for student members to consistently participate.
 - After consultation with YUGSA representative, M. Rajabi Paak, it was established that an exception could be made in order to ensure that there could be YUGSA representation at meetings. If M. Rajabi Paak is unable to attend meetings, L. Keyes will be the YUGSA designate. The designate will be fully briefed about the working group discussions and will be able to contribute to discussions.
- It was noted that there were few student representatives present at the meeting. Student participation in the process is a priority. With the addition of more student representatives we have been trying to provide additional ways to participate.
- It has been proposed to have a full day working group meeting/retreat (with breaks and snacks) to allow students who have been unable to attend meetings to participate more fully. The meeting will be prioritized around students' schedules. Possible dates include:
 - Wednesday, July 8th
 - Thursday, July 9th
 - Wednesday, July 15th

- Thursday, July 16th
- Friday, July 17th.
- **ACTION:** E. Shugar will send out a Doodle Poll to the students to pick the best date. In the meantime, please hold these five dates until one is confirmed.

Review of Security Services Process

- Security Officials are not specifically trained to investigate sexual assaults. Specialized training is provided by the Ontario Police College for designated police officers only.
 - The sexual assault investigative course is a 3rd tier training, and only designated officers receive this type of training.
- Security Services are made aware that a sexual assault has occurred either through a radio call from the call center, or if they happen to be approached directly.
- At this point, they will obtain basic information in statements from the survivor and/or witnesses.
 - They will take basic information so as not to jeopardize any criminal case and court proceedings.
- Campus safety measures are engaged as required.
 - Proactive measures are determined if the incident is *active* (i.e. new incident/ happening at the time) or *historic* (i.e. occurred in the past).
 - These measures include ensuring individual's safety, engaging TPS, reviewing CCTV footage etc.
- For *active* incidents, Security Officials will do an assessment of the situation and take steps in accordance. This could include lockdown of the area, reviewing CCTV footage, ensuring the wellbeing of the survivor, interviewing any witnesses, locating the suspect and any other necessary measures pertinent to the situation.
 - The Security Services Supervisor, Manager and Director will immediately be informed of the incident. Depending on the details, the supervisor or Security Control Centre (SCC) initiates contact with TPS.
 - After assessment, Security Services then determines the response. If the risk extends to the community at large, Security will engage with the Security Bulletin group.
- Working Group members discussed classification of categories i.e. *Active and Historic* (Terminology used internally by Security)
 - Timeline has implications for assessing risk to the individual / others.

- When an incident occurred and where has implications on the response. For example, there may be implications on confidentiality if an incident occurred the same week or occurred five years ago off campus.
 - The support offered to the survivor would be the same but the potential risk to the community would be different.
- **ACTION:** The Working Group will further discuss potential for broad categories in order to clarify response.
- If the survivor needs medical attention, Security will ensure that they are in a safe place and contact EMS.
 - **Q:** Who decides if medical attention is needed?
 - If EMS is already on the scene, they will ask the survivor the standard medical questions. Usually if EMS is on the scene, TPS will also be on the scene and have taken charge of the situation.
 - If EMS/TPS is not yet on the scene, Security will lockdown the scene if necessary and assist TPS with access to location information.
 - It is estimated that less than 20% of sexual assault incidents reported to Security are *active/ immediate* and require EMS.
 - In cases of non-emergency medical situations, Security Officials are trained in 1st level first aid.
- If the survivor does not need immediate medical attention, Security may conduct a quick general interview for basic information that will assist in their engagement with TPS. TPS has a protocol for sexual assault response. It is important to build the relationship in order to better understand the process.
- Security reports all sexual assault incidents to TPS.
 - If the survivor wants to file a police report, they will be referred to TPS.
 - If the survivor does not want to file a police report, without trying to further traumatize the survivor, Security will inform them that TPS will be notified. The survivor is not required to speak with TPS and TPS will be advised as such.
 - TPS engages with the information and determines what kind of response they will take. They may attempt to contact the survivor depending on the incident. Sometimes they will ask Security to tell the survivor to contact them directly.
 - The survivor may feel obligated to speak to TPS.

- **Q:** How can we best communicate this process to the community?
- **Q:** Is there an alternative to TPS responding?
- **Q:** To what extent can someone in a traumatized state make decisions about their options?
 - It is a complex question. Discussion needs to be continued.
 - Extensive training for first responders would assist survivors in navigating their options.
- If the survivor requires housing accommodation, the safe house (if available) or other external housing will be arranged.
- If the survivor or suspect is a student, security will connect with OSCR.
 - If the survivor is non-community members, they will be provided external resources.
 - If they need transport, TPS assists in transporting survivors.
- **Q:** Is there an option for Security Officials attend in plain clothes?
 - If Security is responding to a sexual assault report in residence, they will send plain clothes officials to the scene. The survivor (and their advocate if they have one) is moved to a safer space to discuss the incident.
- Having the Working Group discuss some scenarios would be a useful exercise.
- Update: The Security Control Centre is currently under construction. As part of the renovation to Security Services' space there will be a reception area with a security counter, private waiting area, and interview room.

Meeting Schedule

- The next meeting is scheduled for Thursday, June 25th.