



POWER
Stand up. Speak Out. Support.



COMPLAINT GUIDE

YOU ARE NOT ALONE
A COMMUNITY THAT HELPS!

Developed for you by

Motlow MPower

5002 Motlow College Blvd.

Smyrna, TN 37167

<https://www.motlow.edu/belong/safety/sexual-violence-prevention.html>

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Motlow State Community College is committed to providing a safe living, learning, and working environment. This booklet provides an overview of care, support, and reporting options for students and members of our community. The college's full Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking, which will be referred to as the "Policy" throughout this document, can be found at [Motlow Title IX Policies](#)

The term Prohibited Conduct, as used in this booklet and the college Policy, refers to Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation. A brief overview of Prohibited Conduct is found within this booklet. More extensive definitions of these terms and related terms can be found at [Motlow Title IX Policies](#)

If you need assistance or have questions about this policy or how the college works with students, the college's Title IX coordinator and deputy Title IX coordinators are trained and accessible to discuss care, support, and reporting options. A full list of Title IX officials is included on page 24

SUMMARY OF TITLE IX SUPPORTIVE MEASURES

Mpower enables students to Stand Up, Speak Out, and Support. We offer opportunities for students, faculty, and staff through education and prevention programs to gain the confidence to stand up and be an upstander when they see a lack of inclusion or act of violence. Every student has the power to make our campus a safer place.

WHY THIS GUIDE?

This guide is to provide a single location of information for students/faculty/staff to turn to when it comes to reporting an issue to Title IX and providing resources to students

WHY DOES IT MATTER?

This guide helps to provide a step by step process to make the process easier and accessible for our entire community to use.

WHAT CAN I DO?

This guide gives you the options and resources available to you when it comes to reporting so that you can see the paths and services available to you and make the best decision for your situation.

WHERE CAN I GO?

If you need help, you can always go to a trusted faculty/staff member, or you can reach out to Motlow Title IX or [Just Report It!](#)

DEFINITIONS

Complainant- a person who is alleged to be the victim of conduct that could constitute Sexual Misconduct.

Respondent- a person who has been alleged to be a perpetrator of conduct that could constitute Sexual Misconduct.

Consent- an active agreement to participate in a sexual act. An active agreement is words and/or actions that indicate a willingness to participate in a sexual act.

- ◆ Consent cannot be given by an individual who is:
 - Asleep, unconscious, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason
 - under duress, threat, coercion, or force.
- ◆ Past consent does not imply future consent.
- ◆ Silence or an absence of resistance does not imply consent.
- ◆ Consent can be withdrawn at any time.

Coercion- pressuring, tricking, threatening, or non-physically forcing someone into any sexual activity.

Incapacitation- a person lacks the ability to actively agree to a sexual act because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that a sexual act is occurring, or their mental, physical, or developmental abilities renders them incapable of making a rational, informed judgment. Incapacitation is not the same as legal intoxication.

Force/Forced- words and/or conduct that, viewed from the perspective of a reasonable person, substantially impair(s) a person's ability to voluntarily choose whether to take action or participate in an activity. Examples of Force include:

- ◆ Physical force (e.g., hitting, punching, slapping, kicking, restraining, choking, kidnapping, using a weapon, blocking access to an exit);
- ◆ Words and/or conduct that would cause a reasonable person to fear;
- ◆ Physical force or other harm to the person's health, safety, or property, or a third person's health, safety, or property.
- ◆ Loss or impairment of an academic benefit, employment benefit, or money.
- ◆ Disclosure of sensitive personal information or information that would harm a person's reputation.
- ◆ Disclosure of video, audio, or an image that depicts the person's nudity or depicts the person engaging in a sexual act(s); or
- ◆ Other immediate or future physical, emotional, reputational, financial, or other harm to the person or a third person.

DEFINITIONS

Sexual Misconduct- includes dating violence, domestic violence, sexual assault, stalking, and Title IX sexual harassment as they are defined in Policy 8.03.00.00.

Sexual Harassment- unwelcome conduct based on a person's sex, sexual orientation, or gender identity/expression that:

- ◆ Adversely affects a term or condition of an individual's employment, education, and participation in an institution's activities or living environment.
- ◆ Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive, or abusive environment of the individual.
- ◆ Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment; or
- ◆ Some sexual harassment can also meet the definition of sexual misconduct.

Dating Violence- violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. Violence includes, but is not limited to:

- ◆ Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means.
- ◆ Placing the accuser in fear of physical harm.
- ◆ Physical restraint.
- ◆ Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
- ◆ Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

Domestic Violence- includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurs, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurs.

DEFINITIONS

Sexual Assault- includes rape, fondling, incest, and statutory rape.

Sexual Harassment- unwelcome conduct based on a person's sex, sexual orientation, or gender identity/expression that:

- ♦ "Rape" means the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- ♦ "Fondling" means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
- ♦ "Incest" means sexual intercourse between persons who are related to each other within degrees where marriage is prohibited by law.
- ♦ "Statutory rape" means sexual intercourse with a person who is under the statutory age of consent, at least the age of 13, and under 18 years of age.

Stalking- engaging in a course of conduct directed at a specific person that would cause a reasonable person to either (a) fear for his or her safety or the safety of others or (b) suffer substantial emotional distress.

- ♦ "Course of conduct" means two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates with or about another person, or interferes with another person's property.
- ♦ "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sex Discrimination- treating someone less favorably because of that person's sex, sexual orientation or gender identity/expression

DEFINITIONS

Title IX Sexual Harassment— conduct on the basis of sex that satisfies either of the following:

- An employee of an institution conditioning provision of an aid, benefit, or service of an institution on an individual's participation in unwelcome sexual conduct (quid pro quo);
- Unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity.
- TBR institutions will consider the totality of the circumstances, including, without limitation, the context in which the conduct and/or words occurred and the frequency, nature, and severity of the words and/or conduct.

Retaliation- to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

- Intimidation, threats, coercion, or discrimination, including charges against an individual for conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by this policy constitutes retaliation.
- Charging an individual with a policy or conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation.

Power-Based Violence- any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person (stalking, dating violence, domestic violence, sexual assault, rape).

Victim Blaming- a devaluing act that occurs when the victim(s) of a crime or an accident is held responsible- in whole or in part- for the crimes that have been committed against them.

DEFINITIONS

Power Control Wheel- Tactics that an abusive partner uses to keep their victims in a relationship.



Connecting with Resources and Services



ACCESSING
MEDICAL
CARE



ENSURING
YOUR
SAFETY



FORMAL
COMPLAINT &
INVESTIGATION
OPTIONS



SUPPORT
AND
SERVICES

ACCESSING MEDICAL CARE & COMMUNITY RESOURCES

You can seek medical care at any time following an assault, but we strongly recommend that you do so within 72 hours (three days). A medical professional will examine you, provide appropriate medical treatment, and if applicable talk with you about the prevention of pregnancy and sexually transmitted infections.

We encourage you to preserve all physical evidence. If possible, avoid changing your clothing, bathing, showering, using a douche, using the bathroom, brushing your teeth, drinking liquids, washing your hands or face, or combing your hair. If you change clothes, evidence is best preserved in a paper (not plastic) bag. Preservation of evidence does not mean that you have to pursue criminal charges, but it helps keep that option open for you.

You can seek medical care by contacting one of the resources listed here 24 hours a day, seven days a week.

Domestic Violence (Moore County)

Haven of Hope- 931-728-1133
Hotline- 800-435-7739

Crisis Center for Women- 865-258-9041
Hotline- 866-239-0871

Safe Haven of Cheatham County
615-681-5863

Morning Star Sanctuary Shelter- 615-860-0188
Hotline-615-860-0003

Sexual Assault (Moore County)

Haven of Hope- 931-728-1133
Hotline- 800-435-7739
Add a little bit of body text

Sexual Assault (Rutherford County)

Domestic & Sexual Assault Center-
615-494-9262
SA Hotline- 615-896-7377
Sexual Assault Center- 615-259-9055
Nashville Hotline- 800-879-1999

Domestic Violence (Rutherford County)

Sexual Assault Center
101 French Landing Dr, Nashville TN, 37228
Phone Number- 615-259-9055

Domestic Violence & Sexual Assault Center
1423 Kensington Square Ct,
Murfreesboro, TN 37130
Phone Number- 615-896-2012
DV Hotline- 615-896-7377
SA Hotline- 614-494-9262

Cannon County SAVE- 615-563-6690.
Morning Star Sanctuary Shelter
615-860-0188
Hotline- 615-860-0003



Just Report It!

ACCESSING MEDICAL CARE & COMMUNITY RESOURCES

Domestic Violence (Fayetteville)

Haven of Hope

Phone Number- 931-728-1133

Hotline- 800-435-7739

Sexual Assault-

Sexual Assault Center- 101 French Landing Drive, Nashville, Tn

Phone Number- 615-259-9055

Nashville Hotline- 800-879-1999

Domestic Violence (McMinnville)

Families in Crisis, Inc- 101 W Main St, McMinnville, TN, 37110

Phone Number- 931-473-6543

Hotline- 931-473-6221

Cannon County SAVE

Phone Number- 615-563-6690

Sexual Assault (McMinnville)

Families in Crisis, Inc- 101 W Main St, McMinnville, TN, 37110

Phone Number- 931-473-6543

Hotline- 931-463-6221

Emergency Services

911

ENSURING YOUR SAFETY

We strongly encourage you to consider options for ensuring your short- and long-term safety. Resources are available both on campus and in the community to assist you with safety planning, obtaining an order of protection, and reporting to law enforcement.

CAMPUS RESOURCES OFFICE OF TITLE IX

If you need help, you can always go to a trusted faculty/staff member, or you can reach out to Motlow Title IX or Just Report It!

A no contact directive can be issued between the complainant and respondent, which prohibits both parties from having verbal, physical, or written contact with you for a definite or indefinite period of time.



Just Report It!

FORMAL COMPLAINT AND INVESTIGATION OPTIONS

Consider your reporting options.

Campus and community resources are available if you wish to speak with someone about an incident and discuss your options for reporting.

Reporting prohibited conduct to the college or law enforcement is a personal choice that only you can make.

The college strongly encourages you to report an incident of prohibited conduct. Reporting the incident is the only way that the college and/or law enforcement can take action. Reporting the incident—and, for sexual assault cases, having a medical exam performed within 72 hours—is critical in preserving evidence and allowing law enforcement and/or the college to respond effectively, but you can report an incident at any time.

You can report an incident to law enforcement before, during, or after an investigation or a resolution of the incident by the college. You have the right to decline to report the incident to law enforcement. If you do decline you can still access medical care, counseling, and other support from the college by notifying the Title IX Coordinator or the Dean of Students. While these college officials are not confidential resources, they will protect the privacy of your report as much as possible.

Nonconfidential Reporting Resources:

Title IX Coordinator
615-220-7976
5002 Motlow College Blvd,
Smyrna, TN 38167

Campus Security
police@mscc.edu
931-393-1737

Disability Services
disabilityservices@mscc.edu Smyrna
Campus- 615-220-7857 Moore,
McMinnville & Fayetteville-
931-393-1765

Dean of Students
deanofstudents@mscc.edu

TO MAKE A
REPORT CLICK ON
Just Report It!



Just Report It!

SUPPORT AND RESOURCES

On-Campus Resources

- **ALL Campuses**

- Compliance Office
 - Barbara Scales:
 - bscales@mscc.edu
 - 615-220-7976
 - 5002 Motlow College Blvd, Smyrna, TN 38167
 - Campus Security
 - police@mscc.edu
 - 931-393-1737
 - Disability Services
 - disabilityservices@mscc.edu
 - Smyrna Campus- 615-220-7857
 - Moore, McMinnville & Fayetteville- 931-393-1765
 - Dean of Students
 - deanofstudents@mscc.edu

- **Moore Campus**

- Counseling Services- Clayton Glass Library 221

- **Smyrna Campus**

- Counseling Services- AWJ 103

- **McMinnville**

- Counseling Services- MC 134A

- **Fayetteville**

- Counseling Services- FC 112



Just Report It!

SUPPORT AND RESOURCES

Off-Campus Resources

Moore:

Law Enforcement-

Sheriff's Department- 123 N Jackson St, Tullahoma, TN 37388

Phone Number- 931-795-7323

Legal Aid Society- Tullahoma- 281 Industrial Blvd, Tullahoma, TN 37388

Phone Number- 931-455-7000

District Attorney General-

Fayetteville Office- 311 market St E, Fayetteville, Tn 37334

Phone Number- 931-438-1906

Domestic Violence-

Haven of Hope- 931-728-1133

Hotline- 800-435-7739

Crisis Center for Women- 865-258-9041

Hotline- 866-239-0871

Safe Haven of Cheatham County- 615-681-5863

Morning Star Sanctuary Shelter- 615-860-0188

Hotline-615-860-003

Sexual Assault-

Haven of Hope- 931-728-1133

Hotline- 800-435-7739

SUPPORT AND RESOURCES

Off-Campus Resources

Smyrna:

Law Enforcement-

Smyrna Police Department- 400 Enon Springs Rd E, Smyrna, TN 37167
Phone Number- 615-459-6644

Murfreesboro Police Department- 1004 N Highland Ave, Murfreesboro, TN, 37130
Phone Number- 615-849-2637

Sheriff's Department- 940 New Salem Rd, Murfreesboro, TN, 37129
Phone Number- 615-904-3170

Legal Aid Society- Murfreesboro- 526 N Walnut St #2852, Murfreesboro, TN 37130
Phone Number- 615-890-0905

District Attorney General- Murfreesboro Office- 320 building, 320 W Main St #100, Murfreesboro, TN, 37130
Phone Number- 615-898-8008

Sexual Assault-

Domestic & Sexual Assault Center- 615-494-9262
SA Hotline- 615-896-7377
Sexual Assault Center- 615-259-9055
Nashville Hotline- 800-879-1999

SUPPORT AND RESOURCES

Smyrna:

Domestic Violence-

Sexual Assault Center- 101 French Landing Dr, Nashville Tn, 37228

Phone Number- 615-259-9055

Domestic Violence & Sexual Assault Center- 1423 Kensington Square Ct,
Murfreesboro, TN 37130

Phone Number- 615-896-2012

DV Hotline- 615-896-7377

SA Hotline- 614-494-9262

Cannon County SAVE- 615-563-6690.

Morning Star Sanctuary Shelter- 615-860-0188

Hotline- 615-860-0003

Fayetteville:

Law Enforcement-

Fayetteville Police Department- 225 College St E, Fayetteville, TN 37334

Phone Number- 931-438-7771

Sheriff's Department- 4151 Thornton Taylor Pkwy, Fayetteville, TN 37334

Phone Number- 931-433-9821

Legal Aid Society- Tullahoma- 281 Industrial Blvd, Tullahoma, TN 37388

Phone Number- 931-455-7000

SUPPORT AND RESOURCES

Off-Campus Resources

Fayetteville:

Law Enforcement-

District Attorney General- Fayetteville Office- Fayetteville Office- 311
market St E, Fayetteville, Tn 37334
Phone Number- 931-438-1906

Domestic Violence-

Haven of Hope
Phone Number- 931-728-1133
Hotline- 800-435-7739

Sexual Assault-

Sexual Assault Center- 101 French Landing Drive, Nashville, Tn
Phone Number- 615-259-9055
Nashville Hotline- 800-879-1999

McMinnville:

Law Enforcement-

McMinnville Police Department- 101 E Main St, McMinnville, TN 37110
Phone Number- 931-473-7863

Sheriff's Department- 108 Security Cir, McMinnville, Tn 37110
Phone Number- 931-473-7863

Legal Aid Society-
Tullahoma-281 Industrial Blvd, Tullahoma, TN 37388
Phone Number- 931-455-7000

SUPPORT AND RESOURCES

McMinnville:

Law Enforcement-

District Attorney General-

McMinnville Office- 131 E Main St, McMinnville, TN, 37110

Phone Number- 931-473-9572

Domestic Violence-

Families in Crisis, Inc- 101 W Main St, McMinnville, TN, 37110

Phone Number- 931-473-6543

Hotline- 931-473-6221

Cannon County SAVE

Phone Number- 615-563-6690

Sexual Assault-

Families in Crisis, Inc- 101 W Main St, McMinnville, TN, 37110

Phone Number- 931-473-6543

Hotline- 931-463-6221

APPENDIX



APPENDIX A

Title IX
Model



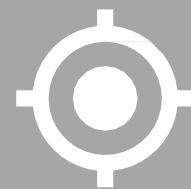
APPENDIX C

Title IX
Coordinators



APPENDIX B

Title IX
Process



APPENDIX D

Title IX
Hearings Process

TITLE IX MODEL

POLICY

PREVENTION

SUPPORTIVE MEASURES

INVESTIGATION & RESOLUTION

PATTERNS & TRENDS

Grounded in the social ecological model, the college's Title IX commitment emphasizes five key areas:

Policy. Our foundation is in the policy and procedures we follow.

Prevention. Our goal is to prevent sexual misconduct, relationship violence, stalking, and retaliation before they happen.

Supportive measures. Our promise is to provide appropriate supportive measures to individuals involved in the Title IX process.

Investigation and resolution. Our commitments to due process, campus safety, and encouraging reporting guide how we investigate and resolve reports.

Patterns and trends. Our responsibility is to utilize the best available research, evidence-based practice, and our own campus trends in our prevention and response efforts

TITLE IX PROCESS

Title IX receives a report



Title IX offers the complainant care, support, resources, and reporting options.

COMPLAINANT OPTIONS

Limited Action

- A complainant can choose to receive only resources and supportive measures from the Title IX Coordinator
- A complainant can choose not to disclose the name/identity of the respondent to the college.
- A complainant does not have to pursue a formal complaint.
- A complainant can change their mind at any time and request an investigation or report to law enforcement.

Initiate an Investigation through the College

- A complainant can choose to initiate an investigation through a formal complaint.
- Title IX staff will work with the complainant to file a formal complaint to initiate an investigation with the appropriate office.
- During the process, a complainant can continue to receive supportive measures from the Title IX staff.

Initiate an Investigation through Law Enforcement

- A complainant has the right to choose to report to police.
- Title IX staff will work with the complainant to connect them with the appropriate law enforcement in the appropriate jurisdiction.
- During the process, a complainant can continue to receive support from Title IX staff.

TITLE IX COORDINATORS



BARBARA SCALES

Title IX Coordinator

Executive Director of Organizational Culture & Enrichment



JEANNA SCHOLZ

Deputy Title IX Coordinator

Assistant Director of Organizational Culture & Enrichment

TITLE IX HEARINGS & ADVISORS

You have the right to be assisted by an advisor during all stages of the prohibited conduct investigation and, if applicable, hearing process, including all meetings, investigative interviews, and hearings. The advisor may be, but is not required to be, an attorney.

In general, an advisor is not permitted to speak on your behalf, appear instead of you, participate as a witness, or participate directly in any other way, except in a Title IX hearing. In a Title IX hearing, the advisor must ask the respondent and any witnesses all relevant questions and follow-up questions.

If you do not have an advisor at a Title IX hearing, the college will provide one (selected by the university) without fee or charge.





Just Report It!

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Motlow State Community College is committed to cultivating a campus community free from sex and gender-based discrimination and harassment, including sexual misconduct and relationship violence. Dedicated to delivering the MSCC’s Promise, the Title IX & Compliance Office supports this commitment through compliance efforts, promoting community accountability, responding to incidents, education, and encouraging student leadership.

