

## **PRESERVATION OF EVIDENCE**

**Texas Lutheran University** encourages all individuals who have experienced sex and gender discrimination (sexual harassment, sexual assault, relationship violence, stalking, sexual exploitation, or other discriminatory behavior) to preserve any and all available physical evidence in order to preserve their reporting options. Those options include criminal (local and/or University police), administrative (University/Title IX Services), and civil law enforcement.

The following tips or suggestions may be useful for such preservation of evidence. Please note that these suggestions are not exhaustive and may not apply to all types of sex and gender discrimination allegations.

Although it should go without saying, do not delete, alter, edit, or dispose of any physical evidence. Investigators may ask to see original documents and files in order to verify their integrity.

- 1) *Preserve all communications.* These might include texts, emails, voicemails, social media posts and messages, and phone call logs. These can be screenshot and saved as .jpg (preferred), .png, MP4, or M4A files. If at all possible, try to ensure that there is some type of date and time stamp on the screenshots. **DO NOT DELETE THE ORIGINALS** – the Investigators may still ask to view/hear them.
- 2) *Take photos or video of relevant evidence that is otherwise difficult to document.* These might include physical cuts, bruises, or scratches to one's body; the physical scene of an incident; or any other physical evidence that either might not exist, or might not be available to be retrieved, at a later point in time. If there is a security camera(s) at or near the scene of the incident, note its location and/or take photos/video of that location. If at all possible, try to ensure that there is some type of date and time stamp on any photos/video that you take. **DO NOT DELETE THE ORIGINALS** – the Investigators may still ask to view/hear them. **NOTE: DO NOT PUT YOURSELF (OR KEEP YOURSELF) IN DANGER OR IN HARM'S WAY TO OBTAIN SUCH EVIDENCE. Only document that evidence which you can obtain safely.**
- 3) *Preserve any gifts, notes, cards, letters, etc.* In the event of unwanted attention or stalking, it is helpful to preserve any physical notes, cards, gifts, or other evidence aside from that which you might receive via your phone or online. You may also take photos of this evidence or preserve any envelopes, receipts, etc. to establish a time/date stamp.
- 4) *Preserve all relevant photos, video, or audio files.* These might include mutually shared photos or video, video conference calls (FaceTime, Zoom, etc.), or photos/video of other physical evidence. These can be saved as .jpg (preferred), .png, MP4, or M4A files. **DO NOT DELETE THE ORIGINALS** – the Investigators may still ask to view/hear them.
- 5) *Maintain a log or journal.* In certain cases of verbal harassment or abuse, especially in the workplace, it can be helpful to maintain a written log of what/where/when something was said, and any other useful corroborating information, such as who was present, any other events which may have happened on the same day, what someone was wearing, etc.
- 6) *Seek medical attention, if needed, and/or to document physical injuries.* This may vary from visiting the University's Health Center to an Urgent Care Center to the GRMC Emergency Room. Be sure to obtain any written/printed documents from those professionals. Only the relevant

medical information from such documents will be included in an investigation report; all other private information NOT relevant to the investigation will be redacted by the Investigators. Thus, DO NOT mark out/edit/delete ANY information from such reports. These can be copied and/or scanned as .pdf files and sent to the Investigators. DO NOT DESTROY THE ORIGINALS – the Investigators may still ask to view them.

- 7) *For sexual assault allegations, consider having a SANE exam performed.* The GRMC Emergency Room has a SANE unit that can perform these exams. It is best to have such an exam performed within 48-72 hours of the incident to obtain DNA, but other types of information can be obtained from a SANE exam after that time period. The Guadalupe Valley Family Violence Shelter (GVFVS) has an advocate on-call 24 hours a day, 7 days a week (800-834-2033) who can accompany you to the SANE exam and assist you with the process. For best results, do not eat, drink, shower, bathe, douche, use the restroom, change clothes, comb your hair, wash your hands, brush your teeth, or otherwise clean yourself. *An exam can still be performed if you have done any of those actions.* Place any clothing, bed sheets, used tissues, condoms, wipes, etc. in a **paper bag** to transport to the SANE exam. Do not place in a plastic bag. Be sure to obtain any written/printed documents from the SANE exam. Only the relevant medical information from the exam will be included in an investigation report; all other private information NOT relevant to the investigation will be redacted by the Investigators. Thus, DO NOT mark out/edit/delete ANY information from such reports. These can be copied and/or scanned as .pdf files and sent to the Investigators. DO NOT DESTROY THE ORIGINALS – the Investigators may still ask to view them.

For additional information or to ask more specific questions, contact Title IX Services at 830-372-6327 or at [titleix@tlu.edu](mailto:titleix@tlu.edu). Please be aware that Title IX Services are not confidential resources and must report any information received regarding an allegation of a sex and gender discrimination violation. To speak with a confidential resource, contact any of the following:

- Counseling Center/TLU Care
  - The Counseling Center provides confidential individual and group counseling services to TLU students.
  - Dr. Marlene Moriarity; [mmoriarity@tlu.edu](mailto:mmoriarity@tlu.edu); 830-372-8009
  - [https://my.tlu.edu/ICS/Student\\_Life/Counseling\\_Services.jnz](https://my.tlu.edu/ICS/Student_Life/Counseling_Services.jnz)
  - TLU Care (online assistance) available 24/7 at [www.tlu.care](http://www.tlu.care)
- Employee Assistance Program (EAP)
  - The EAP offers confidential counseling for benefits-eligible employees regarding personal or work-related problems that may be interfering with quality of life or work performance.
  - 888-293-6948; EAP counseling provided by Morneau Shepell at [www.workhealthlife.com/Standard3](http://www.workhealthlife.com/Standard3)
- Campus Pastor
  - The Campus Pastor provides confidential counseling services to TLU students.
  - Pastor Katy Miles-Wallace; [kewallace@tlu.edu](mailto:kewallace@tlu.edu); 830-372-8160
  - Pastor Kelsie Theiss; [ktheiss@tlu.edu](mailto:ktheiss@tlu.edu); 361-648-0760
- Health Center
  - The University Health Center provides confidential medical services to TLU students.
  - Elizabeth Martinez Garza; [healthservices@tlu.edu](mailto:healthservices@tlu.edu); 830-372-8068

- TLU Care (online assistance) available 24/7 at [www.tlu.care](http://www.tlu.care)
- Athletics Trainers
  - The Athletics Training staff provides confidential health services to TLU student-athletes and Athletics Training students.
  - Matt Matocha; [mmatocha@tlu.edu](mailto:mmatocha@tlu.edu); 830-372-6319
  - Amy Menzies; [amenzies@tlu.edu](mailto:amenzies@tlu.edu); 830-372-6319
  - Nicole Curtis; [ncurtis@tlu.edu](mailto:ncurtis@tlu.edu); 830-372-6319
- Guadalupe Valley Family Violence Shelter Advocate
  - GVFVS provides an advocate on-campus one day/week and a representative is available to speak or provide other support 24/7. GVFVS also operates a facility which provides survivors with emergency shelter and transportation and support, if needed, to GRMC for a SANE exam.
  - Hannah Fisher-Klug; [outreach@safesequin.org](mailto:outreach@safesequin.org); 830-372-2780
  - Counselor available 24/7 at 800-834-2033
  - <http://safesequin.org>