

**SEXUAL HARASSMENT/DISCRIMINATION/SEXUAL ASSAULT/VIOLENCE
PROTOCOL CHECKLIST**

Incident is being reported as (please choose one):

**Sexual Harassment
Sexual Discrimination
Sexual Assault/Violence**

First Responder Name: _____ Date: _____

Instructions: Initial each item completed. Upon completion, keep a copy of this checklist and forward the original to the University's Title IX Coordinator.

_____ Explain that discussions are confidential, except all information must be reported to the Title IX Coordinator who will then determine if other critical college personnel who have a need to know. This may include Campus Security, who must be notified of all allegations about on-campus criminal activity.

_____ Explain that information about sexual harassment/sexual discrimination/sexual assault/violence is not kept in a victim's permanent academic records.

_____ In cases of sexual assault/violence please encourage the victim to go to a local medical facility or a hospital emergency room for medical treatment and, if comfortable, offer to accompany the student or alert the Title IX Coordinator if you are not comfortable.

_____ Inform the victim about speaking directly with the Title IX Coordinator for support in understanding, evaluating, and choosing among the services described in this protocol, and offer to facilitate such a meeting.

_____ Offer several levels of support, depending on what the victim reporting a Title IX issue needs and chooses.

_____ Offer information concerning the university judicial process and the reporting victim's option to file charges and that the Title IX Coordinator will help initiate the process. The Dean of Students may initiate the disciplinary process on their own.

_____ Remind the victim that he or she may also file criminal charges no matter what action is taken with the college. Make the appropriate referrals to the Office of Safety and Security and the appropriate off-campus police department if the student chooses to file charges.

_____ If the reported sexual assault/violence occurred on campus, encourage the victim to notify the Office of Safety and Security and offer to accompany the victim; if the sexual assault/violence occurred off-campus, the victim should be encouraged to contact the Office of Safety and Security who will then contact the local police with jurisdiction, offer to accompany the victim or contact the Title IX Coordinator to accompany the victim.

_____ Inform the victim about counseling services provided by the college and local resources and offer to accompany the victim to an appointment if desired.

_____ Ask if the victim has a safe place to go. If not, review the student's options for changing rooms and temporary housing by contacting the Title IX Coordinator. If the victim is a faculty/staff member the Title IX Coordinator can work with them on possible housing alternatives.

_____ Share with the victim the option of counseling, crisis-intervention and spiritual care through the Campus Pastor.

_____ Give the victim a copy of the college's sexual harassment/sexual discrimination/sexual assault/violence policy.