**Responsible Employee Checklist**

For Responding to a Report of Sexual Assault/Sexual Misconduct

In the event someone tells you that they have survived rape, sexual assault or another form of sexualized violence, it is important to remember that you can be a link in the healing process and an effective ally to the reporting party without assuming full responsibility for every step of the recovery process. You have been identified as a person who has "significant responsibility for student and campus activities [as well as]…the authority and the duty to take action…on behalf of the institution." Responsible employees are required by UNO policy to abide by certain guidelines when responding to a report of sexual misconduct. This checklist is designed to help responsible employees follow the University Protocol for responding to reports of sexual misconduct. You can print this checklist and share the information with the reporting party as you cover these steps together.

\_\_\_\_\_Do your best to ensure that the student knows that you are a mandated reporter **before** they disclose an incident that you must report. An anonymous report can be filed here: <http://www.uno.edu/upd/anonymous-crime-report-form.aspx>

\_\_\_\_\_ If the student is unsure of how they would like proceed, ask if they would like to meet with a Confidential Advisor who can explain options and the process.

\_\_\_\_\_ Ask the student if they need immediate medical support/attention. Call 911

\_\_\_\_\_ University Hospital and Tulane Lakeside Hospital are local hospitals certified to conduct a forensic medical exam for evidence preservation.

\_\_\_\_\_ UNO’s Student Health Services (UC 238) offers non-emergency medical support.

\_\_\_\_\_Ask the student reporting party if they would like to also report the incident to

\_\_\_\_\_ UNO PD and/or NOPD

\_\_\_\_\_ If a faculty or staff member is reported responding party, the incident will be reported to both Human Resource Management and the Title IX Coordinator.

\_\_\_\_\_ Ask the student if they want counseling support. UNO has trained counselors to assist at Counseling Services (UC 226) during normal business hours. Assist in making an appointment if requested. There are also other local options for counseling support. Contact the Title IX Coordinator for information.

\_\_\_\_\_Inform the reporting party about assistance or modifications that can be available through the Title IX Coordinator (such as, but not limited to notes regarding absences to faculty, housing or academic modifications, or no contact orders.) Assist in making an appointment with a Title IX Coordinator if requested.

\_\_\_\_\_Provide the reporting party with a copies of the Sexual Assault Reporting and Resources Guide.

\_\_\_\_\_Ask the reporting party they would like to schedule a follow-up time to talk with you. However, remember your role--You are not a counselor, you are not an investigator, and you are not called upon to name, analyze, or define students’ experiences.  *You are a bridge* to connect the student with the appropriate office that will provide information on options for support, accommodations and accountability.

\_\_\_\_\_ Report the incident to the Title IX Coordinator.