

Responsible Employee Checklist

For Title IX Incidents

ASSISTING INDIVIDUALS WHO REPORT SEXUAL VIOLENCE, SEXUAL OR GENDER-BASED HARASSMENT, DOMESTIC OR DATING VIOLENCE, OR STALKING

Response Checklist

Address any imminent medical needs or threats to safety.

If the person requires medical attention, or if there is an immediate threat of danger or injury to the person or anyone else, contact ISU Campus Police

Ask the person if he/she would like to contact the police immediately.

If so, call 911, 205-934-3535 for UAB Police. If not, you should respect the person's wishes at that time.

Inform the Person of the Right to Make a Confidential Report.

Before a person shares information that she or he may wish to keep confidential (See confident Resources at End):

- (1) Inform the person of your duty to report details of the incident (including names) to the Title IX Coordinator/Deputy;
- (2) Inform the person that he or she may request confidentiality/no investigation from the Title IX Coordinator/Deputy, and that the University will consider the request; and
- (3) Inform the person of his/her right to report the incident confidentially to counseling services, health services, Student Advocacy, Rights and Conduct's advocates/case managers or the Employee Assistance and Counseling Center.

Remind the person it's not their fault.

Remind the person that acts of sexual misconduct such as sexual assault, relationship violence, and stalking are never the fault of the person. Thank the person for telling you what happened and reassure him/her that you have information to share which might be useful (list of resources). You can also ask if they would like you to check in on them in a few days/weeks.

Inform the person you must inform the Title IX Coordinator/Deputy, but you will not tell anyone else.

Encourage the person to contact the Title IX Coordinator

The Title IX Coordinator/Deputy can help persons to obtain services, implement measures, and accommodations, and will explain the person's options for filing a complaint.

Inform the person of the availability of support services, regardless of whether s/he wants to file a complaint.

Inform the person that the University wants to help, and there are people on campus who can help the person feel safe. Offer to accompany the person or arrange an appointment.

Provide the person a copy of the University's resources flyer.

Advise the person that action may be taken.

Advise the person that there may be times when the University must take action against a perpetrator, even if that is against the person's wishes. The University undertakes these decisions very carefully and would inform the person and take appropriate steps to ensure the person's safety prior to taking any action against the perpetrator.

Inform the person that retaliation is prohibited and will be punished by the University.

If the person experiences any retaliation, he or she should contact the Title IX Coordinator/Deputy.

Director of Equal Opportunity, Carl R. Wells
Title IX Coordinator
515-219-7612
wellsr@iastate.edu

Asst. Director of Equal Opportunity, E Jacob Cummings
Title IX Deputy Coordinator
515-2947143
ejacob@iastate.edu

RESPONSES TO AVOID

Do NOT promise confidentiality. If possible, inform persons of confidential resources before they disclose. As a Responsible Employee, you must report incidents of which you become aware.

Do NOT provide counseling or guidance beyond your training or expertise.

Instead, refer the person to the trained resources (Title IX Coordinator/Deputy, counseling, health services, the Employee Assistance and Counseling Center, etc.).

Do NOT discourage the person from further reporting.

If you have doubts about the incident, keep them to yourself.

Do NOT speculate about motives or circumstances regarding the incident.

Do NOT minimize the incident.

Do NOT minimize the impact of the incident on the person.

Do NOT promise an outcome.

Privileged/Confidential

1. **ISU Student Counseling Services**
Provides counseling and mental health services to all ISU students free of charge.
Student Services Building, Third Floor 515-294-5056
<http://www.counseling.iastate.edu/counseling>
2. **ISU Thielen Student Health Center**
Provides general medical treatment and psychiatry services to all students.
2647 Union Drive, Iowa State University
515-294-5801
<http://www.cyclonehealth.org/>

Campus Confidential

3. **Center for LGBTQIA+ Student Success**
Provides programs, services, referrals and resources focused on sexual orientation and gender identity/expression for students at Iowa State University.
3224 Memorial Union
515-294-5433
// <http://center.dso.iastate.edu/>
4. **Margaret Sloss Center for Women and Gender Equity**
Provides support and information through educational outreach, appropriate referral services, and a safe space.
Sloss House on the ISU Campus
515-294-4154
// <http://www.mswc.dso.iastate.edu/>