

Staff/Faculty Member Sexual Assault and Relationship Violence Procedure Checklist

Staff: _____ Date: _____ Incident # _____

Instructions: The staff/faculty member working with the student reporting an assault should initial each item next to the procedure he/she completed and deliver the completed form to University Counseling Services.

The following actions have been taken by the faculty or staff person:

_____ Assessed the victim's immediate safety and took reasonable steps to assist in alleviating further concerns for safety. Offered a private area to talk.

_____ Explained that an anonymous sexual assault or domestic violence report will be filed with University Counseling Services. Explained the reason for this report and assured the victim that no identifying information will be given.

_____ **If the assault occurred in the last 72 hours**, informed the student about the S.A.F.E. (Sexual Assault Forensic Examiner) programs in the area which include a medical evidentiary exam, emergency contraception, pregnancy and STD testing, physical and psychosocial assessment and expert witness testimony for the court system. **If the assault did not occur in the past 72 hours**, encouraged the student to go to University Health Services for medical advice and appropriate follow-up care. Offered to arrange transportation through University Police and if available, accompaniment by community advocate, to the hospital or UHS.

_____ Encouraged the student to consider taking advantage of counseling services available at University Counseling Services and offered to facilitate such a meeting. Also presented counseling options in the community and offered to facilitate a meeting.

_____ Encouraged the student to consider filing a report with campus police if the reported assault occurred on campus; advised the student to go to the local police with jurisdiction if the assault occurred off-campus and offered to arrange transportation through University Police and if available, accompaniment of a community victim advocate .

_____ Informed the student that the University has a disciplinary process for misconduct and that this process can be confidentially discussed with staff of Student Judicial Programs. Offered to facilitate such a meeting and explained that the student has the right to choose whether judicial charges are filed or not, except in rare cases where there is a significant threat or risk to the University community.

_____ Gave the student a copy of the sexual assault and/or relationship violence brochure with written emergency numbers.

_____ Asked if the student had a safe place to go. If not, offered to call the Community Director on call to arrange temporary safe housing on campus (on-campus students only) or the Baltimore County Sexual Assault and Domestic Violence 24-Hour Hotline to arrange for off-campus shelter.

_____ Consulted with supervisor, the SARVT or supervisor to obtain support and debriefing.

_____ Completed the Sexual Assault and Relationship Violence Incident Form and mailed it along with this checklist in a sealed envelope marked “Confidential” to University Counseling Services within 24 hours.

IMPORTANT UNIVERSITY TELEPHONE CONTACTS

University Police		410-455-5555
Student Judicial Programs		410-455-2453
University Counseling Services		410-455-2472
University Health Services		410-455-2542
VP of Student Affairs		410-455-2393
Women’s Center		410-455-2714
Community Director On-call	Call University Police	410-455-5555

LOCAL COMMUNITY SEXUAL ASSAULT RESOURCES

Baltimore County Sexual Assault & Domestic Violence 24-Hr Hotline		410-828-6390
Turnaround, Inc.	Baltimore City	410-837-7000
	Towson Office	410-377-8111
	Rosedale Office	410-391-2396
The STTAR (Sexual Trauma, Treatment, Advocacy & Recovery)		
Center of Howard County	10-5 M-F	410-290-6432
Family & Children Services of Central MD	Baltimore City	410-281-1334
Mercy Hospital	S.A.F.E. Program	410-332-9499
	Emergency Room	410-332-9477
GBMC SafeNurse Program		410-828-2226