

Procedures for Responding to Sexual Offenses Checklist for Intervening

Please see the F.I.U. Policy on Sexual Offenses, Relationship Violence, Stalking for more specific details about each of the following items.

Clean up formatting -- consistency

Reporting Obligation and Statement of Confidentiality: Inform student of your reporting obligation and confidentiality issues as soon as it is practically possible (i.e., possibly right after ensuring safety if the person is beginning to reveal specific details). If necessary, interrupt the person to inform them how information may be used **BEFORE** accepting specific time, date and location details. See Number 6 below for details.

1. _____ Follow these **GENERAL GUIDELINES** for making the victim feel safe and comfortable.

_____ Let the victim make choices for him or herself. It might be tempting to give advice or make choices for the person, but it is important to let them take control over their own decisions.

_____ Communicate support, use statements such as "I'm glad you're okay," "It's not your fault," and "I'm sorry that this happened."

_____ Don't physically comfort the victim without their permission. People who have been assaulted often do not wish to be touched.

_____ Consult "Suggested Steps for Faculty & Staff to Assist Survivors of Sexual Assault & Relationship Violence."

_____ Ascertain if the student has contacted the Victim Advocacy Center. If not, encourage the student to speak directly with the Victim Advocacy Center advocate, (24-hour hotline: 305-348-3000), ask permission to invite the advocate into the session and begin transfer of care. Free and confidential services are available for FIU students, staff, faculty, and university visitors.

2. Ensure **SAFETY** (call 911, or University Police UP Campus: 75911, BBC Campus:

3. Ask for victim's consent to refer for **MEDICAL EXAM TREATMENT.**

_____ Even if some period of time has elapsed since the assault, a medical exam is still recommended. Inform of the importance of medical care to screen/treat for injuries, sexually transmitted infections, and pregnancy.

_____ The Jackson Memorial Hospital's Rape Treatment Center and Broward Rape Treatment Center provide rape evidence collection exams. The JMH hotline is 305-585-7273 and the Broward County hotline is 954-761-RAPE (7273).

_____ University Health Services can provide follow-up medical care. Note, however that the University Health Services CAN NOT do a rape evidence collection kit and DOES NOT operate 24 hours a day).

_____ University Health Services
University Park Campus: 305-348-4020
Biscayne Bay Campus: 305-919-5307

_____ **If assault occurred within 72 hours, instruct victim** not to wash, bathe, douche, urinate, brush teeth, smoke, drink or change
_____ clothes if the victim intends to complete a rape kit. Bring a change of clothes to the hospital.

_____ Inform that having a rape kit preserves the option to prosecute, but that having an exam does NOT commit an individual to pressing charges.

4. CRIME REPORTING

4. Inform the victim that she has the right to report the assault to the police. Offer the victim a referral for CRIME REPORTING and/or information about STUDENT CONDUCT AND CONFLICT RESOLUTION and other university RESOURCES.

_____ University Police
University Park Campus 305-348-2626
Biscayne Bay Campus 305-919-5559

_____ City Police: _____
(name of city)

_____ Miami-Dade Police Department

5. Offer the victim information regarding **CAMPUS** and community processes and procedures and services related to sexual offenses.

_____ University Student Conduct and Conflict Resolution Office (if individual was sexually assaulted by another student): 305-348-3939

_____ If the alleged assailant is a staff or faculty member, a victim/survivor may choose to file a report with the office of Equal Opportunity Programs: 305-348-2785.

_____ If the assault occurs in university housing, victims are also encouraged to _____ contact Residence Hall staff, **who in turn must report the incident to appropriate Residential Life professional staff.**

~~5.~~ Refer for **COUNSELING AND PSYCHOLOGICAL SERVICES** with the victim's consent.

_____ University Counseling & Psychological Services
University Park Campus 305-348-3950
Biscayne Bay Campus 305-919-5305

_____ University Victim Advocacy Center Crisis Helpline 305-348-3000

6. Inform the student about your **REPORTING OBLIGATION, CONFIDENTIALITY ISSUES**, and the University's commitment to providing a supportive response.

Inform that:

_____ all information shared in counseling sessions is confidential and cannot be released to anyone without the student's written consent Explain to student that if she is a danger to herself or others, confidentiality can be breached **in an effort to prevent danger to self or others.** ~~to ensure safety~~

_____ University faculty and staff are obligated to report the time, date, and approximate location of sexual assault incidents to the FIU Police.

_____ Her/his name and other identifying information will NOT be released without her/his permission.

_____ The University is committed to providing a supportive response. The Office of the Vice President for Student Affairs and the Victim Advocacy Center is available to assist with the coordination of resources/accommodations.

~~_____ In rare situations where the community is deemed at risk, University Police and/or Vice President of Student Affairs or designee may issue A **community notice** (use actual notice term from Clery Act) ~~is possible in rare situations where the community is~~~~

~~_____ deemed at risk (i.e. a serial rapist is on the loose).~~ The victim will be informed if this is to happen.

7. **INFORM the Office of the Vice President for Student Affairs and University Police Department or designee**, of the time, date, and approximate location of the incident so that the victim's options can be ensured and an incident report can be recorded (for statistical and educational purposes). It is the designee's job to ensure that accurate statistical information is collected and reported. The designee needs enough information to ensure that duplicate reports are not reported as separate statistics. Please make this report as soon as possible after learning of an incident.

Changes made during the meeting are reflected in red at 7/27/04 meeting Draft Document
7/27/04 changes

_____ Vice President for Student Affairs 305-348-2797

_____ University Police Department 305-348-2626

(Find/replace: victim to victim/survivor)