Procedures for Responding to Sexual Offenses Checklist for Intervening

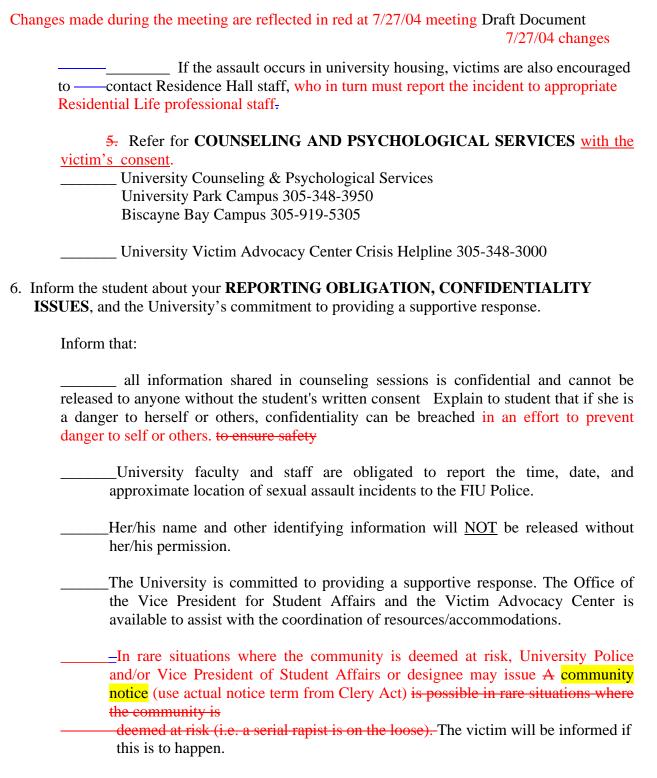
Please see the F.I.U. <u>Policy on Sexual Offenses</u>, <u>Relationship Violence</u>, <u>Stalking</u> for more specific details about each of the following items.

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.

Changes	s made during the meeting are reflected in red at 7/27/04 meeting Draft Document 7/27/04 changes
	The Jackson Memorial Hospital's Rape Treatment Center and Broward Rape Freatment 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 <u>CAN NOT</u> do a rape evidence collection kit and <u>DOES NOT</u> 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 <u>NOT</u> commit an individual to pressing charges.
4. (CRIME REPORTING
1	m 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 DUCT 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
_ C	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.



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.

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Vice President for Student Affairs 305-348-2797	
University Police Department 305-348-2626	
(Find/replace: victim to victim/survivor)	