

## Procedures for Responding to Relationship Violence Checklist for Intervening

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

**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.

\_\_\_\_\_ Communicate support, use statements such as "It's not your fault," and "You don't deserve to be treated that way," "I'm sorry that this happened."

\_\_\_\_\_ 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, even if it means that the victim is not ready to leave the relationship.

\_\_\_\_\_ Consult "Suggested Steps for Faculty & Staff to Assist Survivors of Sexual Assault & Relationship Violence." (Do students and staff have access to this document? How? Document of FIU/Victim Advocacy – Grant provided)

\_\_\_\_\_ 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**

\_\_\_\_\_ If an assault takes place on University Park Campus/Biscayne Bay Campus:  
Contact University Police at 305-348-5911 (Emergency) or 305-348-2626 (Non-emergency).

~~\_\_\_\_\_ If an assault takes place on Biscayne Bay Campus,  
Contact University Police at \_\_\_\_\_.~~

\_\_\_\_\_ If an assault takes place off campus: contact area police at 911.

\_\_\_\_\_ Safety planning is an important process whether a victim chooses to remain with the

abusive partner or wishes to leave the relationship. Research has shown that risk increases during the time immediately following separation. The Victim Advocacy Center provides assistance with safety planning for individuals in abusive relationships, whether the victim is ready to leave the abusive relationship or not.  
24-hour hotline: 305-348-3000.

\_\_\_\_\_ If the victim refuses to seek professional help, additional steps for safety planning are available at *enter website address*.

\_\_\_\_\_ Remind the victim that pets may also be in danger and should also be taken into consideration when doing safety planning.

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

\_\_\_\_\_ Ask if she or he has suffered physical harm.

\_\_\_\_\_ If a victim appears to need medical attention, but chooses not to go to a hospital, encourage victim to seek appropriate medical attention. 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.

\_\_\_\_\_ University Health Service provides confidential medical care.  
Note, however that the University Health Services DOES NOT operate 24 hours a day, *the victim should seek medical attention from outside sources*.

University Health Services

University Park Campus: 305-348-4020 *(add location within the campus)*

Biscayne Bay Campus: 305-919-5307 *(add location within the campus)*

\_\_\_\_\_ *Inform the victim that the Office of the Florida Attorney General may be able to assist with medical expenses if the crime is reported to the police.*

4. Offer the victim a referral for **CRIME REPORTING, DOMESTIC VIOLENCE HOTLINE** and/or information about **STUDENT CONDUCT AND CONFLICT RESOLUTION** and other university **RESOURCES**.

\_\_\_\_\_ All victims of relationship violence are encouraged to report the incident to law enforcement agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled by law.

University Police:

University Park Campus 305-348-2626

Biscayne Bay Campus 305-919-5559

\_\_\_\_\_ City Police: \_\_\_\_\_

Miami-Dade Police Department:

Domestic Violence Hotline: 305-349-5888

\_\_\_\_\_ Regardless of whether the victim chooses to immediately involve law enforcement officials, the victim is strongly urged to contact the Victim Advocacy Center for assistance with risk assessment, coordinating services, accessing resources, academic and other accommodations and to help the victim recover from the trauma, safety plan, explore options and consider how to preserve evidence if the victim chooses to pursue legal prosecution at a later date. 24-hour hotline: 305-348-~~1215~~3000. (Note: suggestion to change the language to clarify that advocates are in a position to work with professors regarding academic issues related to trauma.)

\_\_\_\_\_ A victim/survivor may also choose to file a report to the University's Office of Student Conduct and Conflict Resolution if the accused person is a student. An explanation of this procedure can be obtained in the Student Handbook or online at [www.fiu.edu/~jms](http://www.fiu.edu/~jms). University Student Conduct and Conflict Resolution Office: 305-348-3939

\_\_\_\_\_ Under certain circumstances, if the alleged abuser 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.

\_\_\_\_\_ Steps should be taken to preserve evidence while the victim makes a decision about whether to pursue charges. Contact the Victim Advocacy Center (305) 348-~~1215~~3000 for guidance. (NOTE: Consult with University Police about whether police can assist with evidence preservation when no report to police has been made. Referring to the police will result in mandatory arrest in domestic violence cases.)

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

\_\_\_\_\_ Research has shown that follow-up counseling is of significant benefit to a victim of trauma. This counseling may be initiated at any time after an assault (from hours to years). Psychological and Counseling Services is an on-campus resource for students. Counseling services are confidential and free of charge to students.

University Counseling & Psychological Services:

University Park Campus 305-348-~~3950~~2434  
Biscayne Bay Campus 305-919-5305

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

\_\_\_\_\_ University officials who have knowledge about relationship violence are encouraged to file an anonymous report with the Victim Advocacy Center (305) 348-~~12153000~~, in addition to supporting the victim/survivor and referring that person to the Victim Advocacy Center.

\_\_\_\_\_ The University is committed to providing a supportive response. The Victim Advocacy Center is available to assist with the coordination of resources/accommodations.

- 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.

\_\_\_\_\_ Vice President for Student Affairs 305-348-2797

\_\_\_\_\_ University Police Department 305-348-2626

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