

**Checklist for Intervening with Incidents of Sexual Misconduct**

## 1. Ensure SAFETY.

- Support the student without passing judgment.
- Let the student make choices for him or herself.
- Communicate support with statements such as: "I'm glad you're okay", and "It's not your fault".
- Do not physically comfort the student without their permission.

## 2. Confidential Reporting under Title IX.

\*As soon as possible, provide the following information. If necessary, interrupt the student to inform them of how information may be used before accepting the specific time, date, and location details.

Inform the victim about the University's reporting obligation surrounding confidentiality: Communication with a therapist or counselor is confidential. Information regarding the content of interviews can be released only with the written permission of the client. The exceptions to this policy are:

- when the information relates to clear and imminent danger to an individual or the campus.
- when a state law requires the reporting of information (threats of violence, child abuse or neglect).
- when information is requested by court order. Any disclosure in these situations will be made to an appropriate authority and will be limited to material directly pertinent to the issue involved.

Title IX advises that the school should evaluate the request (of confidentiality) in the context of providing a safe environment for all students. The Clery Act may dictate a timely warning concerning the event.

3. Inform the student of their options using a copy of the Sexual Misconduct Brochure.

<http://louisville.edu/hr/policies/Sexual%20Misconduct%20Brochure.pdf>

- The option to have a sexual misconduct crisis advocate. PEACC 714-8923.
- The option to have medical care and forensic examination.
- The option to have evidence held if the victim chooses not to press charges at this time.
- The option to file criminal charges and/or disciplinary charges against the alleged assailant. ULPD 852-6111.
- The option to seek services elsewhere.
- The option to refuse any of these options.

4. Refer for medical exam/treatment with the victim's consent.

Even if some period of time has elapsed since the assault, a medical exam is still recommended at the UofL Sexual Assault Nurse Program (SANE), to screen/treat for injuries, sexually transmitted infections, and pregnancy.

- Instruct not to wash, bathe, douche, or change clothes if the victim intends to complete an exam. Bring a change of clothes to the hospital. (PEACC has clothing available.)
- Instruct not to take fluids or urinate before the exam (if possible).
- Inform that having an exam preserves the option to prosecute, but does NOT commit an individual to pressing charges.
- Follow steps from SART Protocol for Medical Care.

6.  Give victim a copy of the Sexual Misconduct Brochure.

<http://louisville.edu/hr/policies/Sexual%20Misconduct%20Brochure.pdf>

7.  Follow steps in SART protocol for mandatory reporting to Title IX Administrators and University of Louisville Police.

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Signature

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Date