

**Staff/Faculty Member
Sexual Assault and Relationship Violence Procedure Checklist**

Incident # (to be filled out by A.V. P. of Student Affairs or designated staff) _____

Staff Name: _____ Today's Date: _____

Instructions: The faculty/staff member working with the student reporting an assault should initial each item next to the procedure he/she completed and mail the completed form in a sealed envelope marked "Confidential" to the Associate Vice President of Student Affairs Office – Commons 319.

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 a confidential sexual assault or domestic violence report will be filed with Associate VP of Student Affairs Office and the University's Title IX coordinator. Explained the reason for this report and assured the victim that the information will remain as confidential as possible.

_____ **If the assault occurred in the last 120 hours**, informed the student about the SAFE (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 120 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 cases where there is a significant threat or risk to the University community.

_____ Gave the student a copy of the Sexual Assault and Relationship Violence Resources sheet with written emergency numbers.

_____ Asked if the student had a safe place to go. If not, offered to call Residential Life at 410-455-3932 during normal working hours to arrange temporary safe housing on campus (residential students only.) If assistance is needed after normal working hours, offered to call University Police at 410-455-5555 to reach the Community Director on call. For commuter

students, offered to call the Baltimore County Sexual Assault and Domestic Violence 24-Hour Hotline to arrange for off-campus shelter.

_____ If the victim identified the alleged assailant as a UMBC employee, reported alleged assailant information to the Office of Human Relations at 410-455-5745. If the victim identified child abuse or child sexual abuse, reported the matter to the local department of social services and contacted the Human Relations Manager within 24 hours for debriefing and next steps.

_____ Completed the Sexual Assault Incident Form and mailed it along with this checklist in a sealed envelope marked “Confidential” to Associate Vice President of Student Affairs Office – Commons 319 within 24 hours.

_____ Recognize that the Associate VP of Student Affairs will have a member of the Sexual Assault and Relationship Violence Response team contact you to provide additional guidance and support.

_____ If the victim is a student or non-affiliate, consulted with the Associate Vice President of Student Affairs; if the victim is a staff or faculty member, consulted with the Office of Human Relations.

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
Office of Human Relations	410-455-1853
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
Family & Children Services of Central MD	Baltimore County 410-281-1334
Child Protective Services	Baltimore County 410-853-3000
	After Hours 410-583-9398
Mercy Hospital	SAFE Program 410-332-9499
	Emergency Room 410-332-9477
GBMC	SAFE Program 443-849-3323
	Emergency Room 443-849-2226