

**Western Connecticut State University  
Staff/Faculty Member Interpersonal Violence Procedure Checklist**

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Employee Phone # \_\_\_\_\_ Department: \_\_\_\_\_

**Instructions:** Complete this form based on direct discussions with the person reporting sexual misconduct offense. Initial each item in the protocol as you complete it. Immediately forward this checklist in a sealed envelope marked "Confidential" to the Office of Diversity and Equity. Alternately you may send the checklist to either:

- Student Affairs – if the victim is a student
- Office of Diversity & Equity or Human Resources – if the victim is an employee of the University

**Interpersonal Violence includes Intimate Partner Violence, Sexual Assault, Sexual Harassment, and Stalking.**

The following actions have been taken by the faculty or staff person. Please indicate with a check.

- If the victim's physical safety is at risk, call 911/University Police at. 203-837-9300. If possible, find a safe place immediately until help can arrive.
- If the victim has been assaulted recently or has any injuries, immediately call the WCSU Police Department 203-837-9300 or (911) for assistance. Because of the violent nature of some sexual misconduct, particularly sexual assault, it is important for victims to receive medical treatment, even if they are undecided about reporting the assault to the police. Medical treatment for a sexual assault victim may include a forensic evidence kit, emergency contraception if pregnancy is a concern, screening and prophylaxis for STD's a physical assessment and possible interview by police if victim agrees. The police will explain the reporting options to the victim. A Women's Center advocate will be called in by either the hospital or the police to provide critical support and in person advocacy for the victim.

Explain the following:

Thank you for coming to talk to me about such a serious issue. I want you to know that we are going to do all we can to help you. I need to make clear that I am not someone who is able to maintain the confidentiality of what you share with me. The confidential departments on campus are the Counseling Center, Women's Center and Health Center. I can take you to see them or help you to set up a meeting. *We will make every effort to respect your wishes as far as how we respond to your report.*

Nevertheless, if you speak with me I can and will protect your privacy to the extent possible. As a responsible employee I must share the following:

- Share non-personal unidentifiable information with the Campus Clery Compliance Officer for statistical purposes to comply with federal law.
- Share enough information about an incident to allow officials to consider whether or not a "timely warning" is warranted to alert the campus to a serious and ongoing threat to their safety.
- Share enough information so that Student Affairs, the Office of Diversity and Equity, or the Human Resources Department may determine any need to undertake action without your permission.
- If action is taken against the person whom you are accusing, as necessary, I may have to share some information with investigators, witnesses, and ultimately the accused.

- If the assault took place off-campus the WCSU Police are available to assist the victim in making contact with the appropriate police agency.
- It is the victim's choice whether or not to report the incident or involve the police. Please encourage the victim to contact the Counseling Center, Health Services, or Women's Center on campus for professional support and assistance. Transportation can be arranged through University Police and the Women's Center advocate can accompany the victim to the hospital or police department. Inform the victim that she/he may choose to involve the police at a later time. However, a delay in police involvement may diminish the likelihood of a successful outcome of the investigation.
- Inform the victim that if the assault just occurred, and the victim decides to not involve the police preserving evidence is most important:

- The victim should not wash, bathe, douche, or change clothes before medical treatment.
- The scene of the assault, e.g. room or car, should not be straightened, cleaned or disturbed in any way. If the clothing has been changed bring soiled clothing in a bag with you to the hospital.

- Because the victim has reported the incident to a University official (you), the matter will be investigated administratively even if it is not reported to the police. Only the police may conduct a criminal investigation, but the University will conduct an internal University investigation and take action regarding violations of this policy, either apart from, or in addition to, any criminal investigation conducted by the police.
- Offer to facilitate reporting to these entities and explain that the victim has the right to choose whether official complaints are filed or not, except in rare cases where there is a significant threat or risk to the University community. Those actions may include one or more of the following:
  - Investigation of misconduct of an employee by the Human Resources Department
  - Investigation of misconduct of a student through the Office of Student Conduct
  - Investigation of sexual harassment by the Office of Diversity and Equity (since the sexual misconduct may also constitute sexual harassment)
- Explain that if the police are not involved you still have an obligation to file a sexual misconduct report to other University officials and that they may inform the police of certain statistical information (without disclosing the victim's identity) to fulfill federal reporting mandates and/or allow the University to notify the community of any ongoing risk.
- Encourage the victim to consider taking advantage of University services available at The Counseling Center, Women's Center, and Health Services and offer to facilitate such a meeting. Also inform the victim of counseling options in the community.
- Give the victim a copy of the Sexual Misconduct Policy, "What to do if this happens" brochure and their Victim Bill of Rights that contains additional information and contact numbers.

**Important Phone Numbers:**

**On Campus Confidential**

WCSU Health Services: (203) 837-8594

WCSU Counseling Center: (203) 837-8690

Women's Center: On Campus (203) 837-3939

**On Campus Non-confidential**

Women's Center Community Center (203) 731-5200

**SA** Hotline 24hour (203) 731-5204 **DV** Hotline 24hour (203) 731-5206

University Police: (203) 837-9300

Judicial Affairs: (203) 837-8770

Dean of Students: (203) 837-9700

Title IX Coordinator: (203) 837-8277

Housing and Residence Life: (203) 837-8531

Choices (Substance Abuse Office): (203) 837-8899

Danbury Hospital (203) 739-7000