

Sexual Assault Procedure Checklist – Lamar Community College

Staff Member: _____

Date: _____

Department: _____

Phone: _____

Instructions: Any Department staff member assisting the student victim/survivor should initial each item completed. This checklist must be filed as soon as possible, but no later than 24 hours after receiving the disclosure, with the completed Incident Report Form, to the Title IX Coordinator. These items will help communicate which services have already been provided.

The following actions have been taken by LCC Staff

- ___ Sought the assistance of an interpreter, if necessary.
- ___ Provided immediate support and problem-solving (The primary goal is to help the student secure needed Professional services) **Listen, believe, and care.**
- ___ Encouraged the student to seek medical services in a hospital emergency room or medical clinic. (A police Report will be required before an evidence exam can be performed at a hospital.) Offered accompaniment to Student (by self, Title IX Coordinator or other trained victim advocate) and requested transportation from Campus Security Authorities.
- ___ Encouraged the student to speak directly with the Title IX Coordinator for support in understanding, Evaluating, and choosing among Campus support services. Offered to facilitate such a meeting.
- ___ Encouraged the student to file a report with the Lamar Police Department. Offered to have the Title IX Coordinator to accompany the student.
- ___ Encouraged the student to consider using counseling services available at the local Domestic Resource Center and offer to have the Title IX Coordinator accompany the student to the appointment.
- ___ Informed the student that the College has a disciplinary hearing process for incidents of sexual assault and this process can be confidentially discussed with the Title IX Coordinator or Coordinator of Student/Resident Life without or prior to filing charges.
- ___ That staff assisted the student in reviewing the support resources (medical, academic, law enforcement, Psychological, and safety) available through the Title IX Coordinator.
- ___ If the accused perpetrator lives nearby or knows the victim's/survivor's address, offered to relocate the student on a temporary and/or permanent bases.
- ___ Provided the student with emergency numbers in written form and 24-hour confidential sexual assault hotline through Prowers County and other jurisdictions.
- ___ When it was applicable, the staff member informed the reporting student of the Resident Advisor's obligation to share information with the Coordinator of Resident/Student Life and gave the student the option of speaking with the Coordinator directly.
- ___ Informed the student that reports must be reported to the Title IX Coordinator regardless of final decision on options.
- ___ Asked the student if it would be okay to follow-up with her/him in a few days to see how she/he is.
- ___ Completed the Incident Report form and delivered, with the procedure checklist, to the Title IX Coordinator by the close of business the day of contact. In the case of a recent sexual assault (within past 72 hours), notify Title IX Coordinator by phone (336-1517) or cell phone (688-1834) immediately.
- ___ Consulted with supervisor, Title IX Coordinator to obtain support and debriefing.

The Incident should be discussed only on a "need to know" basis. Do not share details or identification with other staff or friends.