RESPONSIBLE EMPLOYEE CHECKLIST

☐ Determine if the victim requires immediate medical attention. If so, call 911 and Campus Police.

☐ Ask the victim if he or she would like you to contact the police immediately. If so, call 911, _______ for _______ and/or ___________ for Worcester PD. If not, you should respect the victim’s wishes at that time.

☐ Unless you are a confidential resource (Center for Counseling & Student Development, Faculty Employee Assistance Program, certain counselors in Student Wellness & Promotion and pastoral), advise the victim that you can protect their privacy but you cannot promise confidentiality. Tell the victim that you are required to report the incident to the university’s Title IX Coordinator but you will not tell anyone else. Let the victim know that the Title IX Coordinator will be in touch with him or her.

☐ Advise the victim that she/he may speak with a confidential resource without triggering a report to the University.

☐ Advise the victim of available resources (found on http://www.wpi.edu/offices/health/sexual-assault.html and http://www.wpi.edu/offices/sdcc/savp.html).

☐ Advise the victim that he or she has the right to file a complaint or not to file a complaint with the University through the Title IX Coordinator. Information is available at http://www.wpi.edu/offices/policies/judicial/sect8.html OR http://www.wpi.edu/offices/policies/antiharassment.html which describes the processes.

☐ Some people are in situations where they don’t feel safe going to classes, going home, or going to work. Let the victim know that there are people on campus that can help them feel safe. Advise the victim that assistance can be provided by the University (Title IX Coordinator, Student Resource Offices, Deputy Title IX Coordinators, Dean of Students, Residence Life Staff) for changing academic, living (including emergency housing for off-campus students), transportation, and working situations if requested by the victim and if reasonably available, regardless of whether the victim chooses to report the situation to the police.

☐ Inform the victim that retaliation by the alleged perpetrator or anyone else is prohibited and will be punished by the University. The University wants to make sure the fear of retaliation doesn’t prevent the victim from reporting the incident either to the police or formally to the University. If the victim experiences any retaliation, he or she should immediately contact the Title IX Coordinator at the University.