

ASSISTING VICTIMS WHO REPORT SEXUAL VIOLENCE, SEXUAL OR GENDER-BASED HARASSMENT, DOMESTIC OR DATING VIOLENCE, OR STALKING

Response Checklist	Notes
<p>Address any imminent medical needs or threats to safety. If the victim requires medical attention, or if there is an immediate threat of danger or injury to the victim or anyone else, contact UAB Police 205-934-3535 or 911.</p>	
<p>Ask the victim if he/she would like to contact the police immediately. If so, call 911, 205-934-3535 for UAB Police. If not, you should respect the victim’s wishes at that time.</p>	
<p>Inform the Victim of the Right to Make a Confidential Report. Before a victim shares information that she or he may wish to keep confidential:</p>	
<p>(1) Inform the victim of your duty to report details of the incident (including names) to the Title IX Coordinator/Deputy;</p>	
<p>(2) Inform the victim that he or she may request confidentiality/no investigation from the Title IX Coordinator/Deputy, and that the University will consider the request; and</p>	
<p>(3) Inform the victim of his/her right to report the incident confidentially to counseling services, health services, Student Advocacy, Rights and Conduct’s advocates/case managers or the Employee Assistance and Counseling Center.</p>	
<p>Remind the victim it’s not their fault. Remind the victim that acts of sexual misconduct such as sexual assault, relationship violence, and stalking are never the fault of the victim. Thank the victim for telling you what happened and reassure him/her that you have information to share which might be useful (list of resources). You can also ask if they would like you to check in on them in a few days/weeks.</p>	
<p>Inform the victim you must inform the Title IX Coordinator/Deputy, but you will not tell anyone else.</p>	
<p>Encourage the victim to contact the Title IX Coordinator/ Deputy. The Title IX Coordinator/Deputy can help victims to obtain services, implement measures, and accommodations, and will explain the victim’s options for filing a complaint.</p>	
<p>Inform the victim of the availability of support services, regardless of whether s/he wants to file a complaint. Inform the victim that the University wants to help, and there are people on campus who can help the victim feel safe. Offer to accompany the victim or arrange an appointment.</p>	
<p>Provide the victim a copy of the University’s resources flyer.</p>	
<p>Advise the victim that action may be taken. Advise the victim that there may be times when the University must take action against a perpetrator, even if that is against the victim’s wishes. The University undertakes these decisions very carefully and would inform the victim and take appropriate steps to ensure the victim’s safety prior to taking any action against the perpetrator.</p>	
<p>Inform the victim that retaliation is prohibited and will be punished by the University. If the victim experiences any retaliation, he or she should contact the Title IX Coordinator/Deputy.</p>	
<p>Direct the student to the appropriate University policies – the Non-Academic Misconduct Code and Student Violence and Sexual Misconduct Policy which can be found at uab.edu/sarc and uab.edu/titleix.</p>	
<p>Vice President of Student Affairs, Dr. John Jones Interim Title IX Coordinator 205-996-0132 jrjones3@uab.edu</p>	<p>Emily Feinstein Title IX Deputy Coordinator 205-975-9509 eufenstein@uab.edu</p>

RESPONSES TO AVOID

Do NOT promise confidentiality. If possible, inform victims of confidential resources before they disclose.

As a Responsible Employee, you must report incidents of which you become aware.

Do NOT provide counseling or guidance beyond your training or expertise.

Instead, refer the victim to the trained resources (Title IX Coordinator/Deputy, counseling, health services, the Employee Assistance and Counseling Center, etc.).

Do NOT discourage the victim from further reporting.

If you have doubts about the incident, keep them to yourself.

Do NOT speculate about motives or circumstances regarding the incident.

Do NOT minimize the incident.

Do NOT minimize the impact of the incident on the victim.

Do NOT promise an outcome.