Central Connecticut State University
Staff/Faculty Member Sexual Misconduct 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

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

☐ If the victim’s physical safety is in jeopardy, call 911. If possible, find safe haven immediately until help can arrive.

☐ If the victim has been assaulted recently or has any injuries, immediately call the CCSU Police Department (911) for assistance. Because of the violent and invasive nature of some sexual misconduct, particularly sexual assault, it is important for victims to receive medical treatment, even if they are unsure about reporting the assault to the police. Medical treatment for a sexual assault victim may include a medical evidentiary exam, emergency contraception, pregnancy and STD testing, physical and psychosocial assessment and expert witness testimony for the court system. The police will not compel the victim to participate in an investigation, but will explain options.

☐ 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. While we will make every effort to respect your wishes as far as how we respond to your report, if you desire a confidential conversation, I can take you to the CCSU Counseling and Wellness Center or help you to set up a meeting with them or the Sexual Assault Crisis Service.

Nevertheless, if you speak with me I can and will protect your privacy to the extent possible. In particular I must:

- Share non-personally identifiable information with the police 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 CCSU Police are available to assist the victim in making contact with the appropriate police agency.
If the victim is adamant about avoiding police involvement, or if the assault did not occur recently, encourage the victim to contact the YWCA Sexual Assault Crisis Service (SACS) (860-223-2787) for professional support and assistance.

Offer to arrange transportation through University Police and if available, accompaniment by community advocate, to the hospital or Health Services. If the victim is reluctant, you may call this service for support in advising her or him. Similarly, you should also provide assistance in contacting the police and/or the other service providers such as the CCSU Women’s Center (860-832-1655 during normal business hours).

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 for the investigation. The victim may discuss options with the police or the YWCA SACS without revealing his/her identity.

Inform the victim that if the assault just occurred, and the victim decides to not involve the police or SACS, that in order to preserve evidence:

- 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.

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 counseling services available at the University Counseling and Wellness Center 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 that contains additional information and contact numbers.
If the police are NOT contacted, fill out the following information on the incident based on the facts provided to you by the victim. If you do not have the information, leave it blank.

Today’s Date: _______________________ Date of discussion with victim: ________________

Victim’s Name: ______________________________________________________________________

Victim’s Age: _______ Sex: _______ (if student) Academic year/banner ID: _______

Role on campus: □ Student □ Faculty □ Staff

**Victim’s Contact Information:**

Address: __________________________________________________________________________

___________________________________________________________________________________

Telephone: ___________________ Email: ___________________

Date of Incident: ____________________ Approx. Time of Incident: ___________

If the alleged sexual misconduct t occurred on campus, indicate generally where:

If the alleged sexual misconduct occurred off-campus, indicate generally where:

**Describe the Incident:**

☐ Sexual contact (fondling, kissing, petting, but not penetration) without consent

☐ Intercourse (oral, anal or vaginal penetration by penis or other object) without consent

☐ Other sexual misconduct – (describe): ____________________________________________________________________

Describe: __________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________
Name of alleged perpetrator: ______________________________________________________

Unknown: __________________________

If identity unknown, description:

Number of assailants: ______

Describe below:

Assailant 1:

Sex: ____  Race: ____________  Age: ____  Height: ____  Weight: ____

☐ Student  ☐ Faculty  ☐ Staff  ☐ No campus role  ☐ Unknown

☐ Stranger  ☐ Relative  ☐ Friend  ☐ Acquaintance  ☐ Romantic partner

Assailant 2:

Sex: ____  Race: ____________  Age: ____  Height: ____  Weight: ____

☐ Student  ☐ Faculty  ☐ Staff  ☐ No campus role  ☐ Unknown

☐ Stranger  ☐ Relative  ☐ Friend  ☐ Acquaintance  ☐ Romantic partner

Assailant 3:

Sex: ____  Race: ____________  Age: ____  Height: ____  Weight: ____

☐ Student  ☐ Faculty  ☐ Staff  ☐ No campus role  ☐ Unknown

☐ Stranger  ☐ Relative  ☐ Friend  ☐ Acquaintance  ☐ Romantic partner

Describe the kind of pressure or force used by the assailant:

☐ Verbal pressure or arguments: _________________________________________________

☐ Position of authority (boss, teacher, supervisor, etc.): ____________________________

☐ Threat of physical force (threatened to hit, hold, or otherwise injure): ______________

☐ Actually used physical force (hit, held down, twisted arm, etc): ________________
☐ Gave victim alcohol or drugs so victim was significantly incapacitated: _______________________

☐ Weapon: ________________________________
   (Specify type of weapon)

☐ Other (describe): ________________________________

Other departments or agencies the victim reported this alleged sexual misconduct to:

☐ Counseling & Wellness Center

☐ Diversity & Equity Office

☐ Faculty/Staff member ________________________________

☐ Human Resources

☐ Office of Student Conduct

☐ Police (CCSU)

☐ Police (Name of Local Police Department): ________________________________

☐ Residential Life: ________________________________

☐ Student Affairs Office: ________________________________

☐ University Health Services

☐ Women’s Center

☐ Other: (describe) ________________________________

Additional comments:

This form is available in alternative formats by calling the Office of Diversity and Equity at 860-832-1652.