Title IX Checklist
For University Police

Please review the checklist and ensure you are discussing all of the items with any victim of sexual misconduct which includes, but is not limited to, domestic violence, dating violence, non-consensual sexual contact, sexual exploitation, sexual harassment, and stalking. These items do not need to be discussed in any particular order. Please keep in mind that any report of sexual misconduct including third party allegations must be responded to immediately. Additional copies of this form are available at https://hr.gsu.edu/service-centers/aa-eeo-training-and-compliance/title-ix/.

1. Determine if the victim requires immediate medical assistance.

2. 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, Linda Nelson (404) 413-3303, and your supervisor. Let the victim know that the Title IX Coordinator or designee may be in touch with them and may contact you as a reporter.

3. Notify the victim of confidential resources:

   For Students
   
   **Atlanta Campus**
   Counseling & Testing Center (404) 413-1640
   Student Victim Assistance (404) 413-1965
   Student Health Clinic (404) 413-1930
   
   **Perimeter College**
   Student Health Center (678) 891-4105
   Counseling (770) 278-1300

   For Employees
   Faculty and Staff Assistance (404) 413-3342

4. Remind the victim that acts of sexual misconduct are never the fault of the victim. Thank the victim for reporting the incident and reassure them that you have information to share which might be useful, and then provide them with the list of resources. Also inform the victim that the police may follow-up periodically. Resources are provided on-line at:

   - https://hr.gsu.edu/service-centers/edws/faculty-and-staff-assistance/
   - http://victimassistance.gsu.edu/

   Brochures are available at the following offices:
   - Title IX Coordinator’s Office
   - Student Health Promotion
   - Student Victim Assistance
   - Counseling & Testing Center
   - Faculty and Staff Assistance

5. Advise the victim that they have the right to file a complaint or not to file a complaint with the University. Information is available at https://hr.gsu.edu/service-centers/aa-eeo-investigation-and-hiring/complaint-process/ which describes the processes or the victim may be in touch with the Title IX Coordinator directly to better understand the process.
6. Advise the victim that there may be times when the college 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 protect the victim’s safety prior to taking any action against the perpetrator.

7. Advise the victim that they have the right to contact or not to contact the police at any time. An incident on campus should be referred to the University Police Department. An incident off-campus should be referred to the University Police or appropriate local police jurisdiction. The University Police Department will give its full assistance in response to a report of sexual misconduct on campus. If the incident occurred off-campus, the University Police Department can assist in contacting the police department of the town in which the incident occurred.

8. Some people are in situations where they don’t feel safe going to classes or being on campus. Let the victim know that there are people on campus that can help them. Advise the victim that assistance can be provided by the University (Title IX Coordinator, Deputy Title IX Coordinators, Dean of Student Affairs, Counseling and Testing Center, Student Health Clinic, Student Victim Assistance, or Faculty Staff and Assistance) for changing academic situations and working situations on campus, if requested by the victim and if reasonably available, regardless of whether the victim chooses to report the situation to the police.

9. 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 certain the fear of retaliation does not prevent the victim from reporting the incident either to the police or formally to the University. If the victim experiences any retaliation, they should immediately contact the Title IX Coordinator at the University.

10. Reporting allegations against:

   **A Student**

   The Deputy Title IX Coordinator, Student Affairs
   The Office of the Dean of Students ([deanofstudents@gsu.edu](mailto:deanofstudents@gsu.edu))

   - Alpharetta Campus: (678) 240-6010
   - Atlanta Campus: (404) 413-1515
   - Clarkston Campus: (678) 891-3525
   - Decatur Campus: (678) 891-2718
   - Dunwoody Campus: (770) 274-5460
   - Newton Campus: (770) 278-1220

   **An Employee (Faculty or Staff) or a Third Party**

   The Title IX Coordinator ([equalopportunity@gsu.edu](mailto:equalityopportunity@gsu.edu)) (404) 413-3303