

GREENSBORO COLLEGE
Responsible Employee Checklist

This checklist is intended for “responsible employees” of Greensboro College who are assisting victims of sexual violence, sexual or gender-based harassment, domestic or dating violence, sexual intimidation or exploitation, or stalking.

RESPONSE CHECKLIST	YES	N/A
1. Address any imminent threats to health and 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 GC Campus Safety at 312-9911 or call 911.		
2. Ask victim if he/she would like to seek medical attention to preserve any physical evidence, even if there is not an imminent health risk. Sexual Assault Nurse Examiners (SANE) are available at any local emergency room.		
3. Ask the victim if he/she would like to contact GC Campus Safety or the police immediately to make a report, even if there is no imminent threat to safety. Victims have a right to pursue a criminal complaint with the police and/or a formal complaint through the college. However, making a report to either does not obligate the victim to file a complaint.		
4. Inform the victim of the limits to confidentiality before the victim shares information that he/she may want to keep confidential:		
(a) Inform victim of your obligation to report the incident to the Title IX Coordinator, including the details of the incident (with names).		
(b) Inform victim that you will not share information with anyone other than the Title IX Coordinator and those responsible for addressing the incident unless the victim requests that you share information.		
(c) Inform victim that the Title IX Coordinator will contact him/her about the report.		
(d) Inform victim of the availability of confidential counseling and support services on campus or in the community.		
5. Inform the victim of the availability of support services, regardless of whether he/she wants to file a formal complaint. Tell the victim that the college wants to help and that the Title IX Coordinator can assist the victim with support services.		
6. Encourage the victim to contact the Title IX Coordinator directly. The Title IX Coordinator will gather more information, help the victim locate support services, implement protective measures, and explain the victim’s options for filing a complaint or not filing a complaint. Offer to accompany the victim or arrange an appointment.		
7. Inform the victim that retaliation is prohibited by the College. If a victim experiences retaliation for reporting, he or she should contact the Title IX Coordinator.		
8. Provide the victim with the link for GC’s sexual misconduct webpage for additional information and resources: www.greensboro.edu/sexual-misconduct.php		
9. Report the incident to the Title IX Coordinator within 24-hours of learning about it via email (titleix@greensboro.edu), phone (336-272-7102 ext.5496), or by submitting an Incident Report Form online (www.greensboro.edu/sexual-misconduct.php)		
10. Be supportive and remind the victim it’s not their fault. Be supportive regardless of circumstances and remind the victim that acts of sexual misconduct are never the fault of the victim. Thank the victim for telling you what happened and refer them to the appropriate support resources (Title IX Coordinator, Counseling Services, Health Services, Campus Chaplain, etc.).		

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RESPONSES TO AVOID
<p>Do NOT promise confidentiality. As a responsible employee you cannot keep confidentiality and must report incidents of suspected sexual misconduct to the Title IX Coordinator. If possible, inform victims of your obligation to report before they disclose.</p>
<p>Do NOT promise an outcome. No outcome is known until an incident has been properly investigated and adjudicated by the College. It is not the responsible employee's role to determine if, in fact, sexual misconduct occurred. It is only your role to report incidents that you are aware of.</p>
<p>Do NOT provide counseling or guidance beyond your training or expertise. Instead, refer the victim to a trained resource (Title IX Coordinator, Counseling Services, Health Services, Campus Chaplain, etc.).</p>
<p>Do NOT discourage the victim from further reporting. Victims have the right to report directly to the Title IX Coordinator, Campus Safety, local law enforcement, confidential support resources, and other college administration, even if the responsible employee has already reported the incident.</p>
<p>Do NOT speculate about motives or circumstances about the incident.</p>
<p>Do NOT minimize (or magnify) the incident or the impact on the victim.</p>
<p>Do NOT blame the victim for the incident. Be aware that blame may be stated or implied through comments, body language, or questions.</p>
<p>Do NOT question the victim about the incident. It is not the responsible employee's role to investigate the incident, and asking too many questions can make a victim feel uncomfortable or even attacked. Questions should be limited to: 1) gathering the basic information needed to make a report (who, what, where, when); or 2) assessing for any immediate health or safety needs.</p>