

Responsible Employee Checklist

This checklist is intended for CNU Responsible Employees who are assisting Complainants who may have experienced Sexual Misconduct (Non-Title IX & Title IX Sexual Harassment, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence and Stalking).

CHECKLIST ITEMS	YES	N/A
1. Inform the Complainant of the limits of Confidentiality <u>BEFORE</u> they share information that they may want to keep confidential.		
a. Inform Complainant of your obligation to report the incident to the Office of Title IX/EO ("Title IX/EO") , including the incident details (with names).		
b. Inform Complainant that the Review Committee (Representative from Title IX/EO, Student Affairs, CNUPD, Human Resources, Provost Office, and/or others depending on the status of Responding Party and circumstances) will determine if personally identifiable information needs to be shared for police investigation purposes in order to protect the health and safety of the Complainant and/or other members of the campus.		
c. Inform Complainant about Confidential Resources On-Campus (Office of Counseling Services, CNU Health and Wellness Services) and Off-Campus (Riverside Regional Medical Center, The Center for Sexual Assault Survivors, Transitions, Virginia Family Violence & Sexual Assault Hotline, Virginia LGBTQ Partner Abuse & Sexual Assault Hotline, LGBT Life Center, AVALON, Employee Assistance Program (EAP), etc.)		
d. Inform Complainant that you will keep the information private . - Privacy means information related to the report will be shared on a need to know basis in order to assist in assessing, investigating, and resolving the matter.		
e. Inform Complainant that Title IX/EO will contact them about the report. - Tell Complainant that they do not have to respond to the outreach from Title IX/EO.		
2. Address any imminent threats to health and safety . - If the Complainant requires medical attention or if there is an immediate threat of danger or injury, contact CNUPD at 757-594-7777 or call 911.		
3. Inform the Complainant of the availability of Support Services/Resources , regardless of whether they want to pursue any type of Resolution under the CNU policy. - Tell the Complainant that CNU wants to help and that Title IX/EO will assist with identifying support services/resources including Supportive Measures.		
4. Encourage the Complainant to contact Title IX/EO directly. (Offer to accompany the Complainant or arrange the meeting.) - Title IX/EO will identify support services/resources, discuss supportive measures, and explain Complainant's options under the CNU policy including filing a Formal Complaint.		
5. Inform the Complainant that Retaliation is prohibited. - If the Complainant experiences retaliation for reporting, encourage them to contact Title IX/EO immediately.		
6. Inform the Complainant that limited Amnesty for consequences related to drug or alcohol use will be extended to the Complainant, witnesses, and others who in good faith report alleged incidents of Sexual Misconduct and/or participate in an investigation.		
7. Inform the Complainant to visit the Title IX/EO website for more information on the CNU policy, procedures, and resources (http://cnu.edu/titleix-eo/)		
8. Report the incident to Title IX/EO as soon as possible. - Via email, phone, in-person (Newport Hall Suite 100), or online (Sexual Misconduct Responsible Employee Report Form)		
9. Be supportive.		

*Members of the Office of Title IX and EO (located in Newport Hall Suite 100) are:

- **Katie Wellbrock** (Interim Title IX Coordinator)
 - 757-594-8819, kathryn.wellbrock@cnu.edu

RESPONSES TO AVOID
<p>Do NOT promise confidentiality.</p> <ul style="list-style-type: none">- As a Responsible Employee, you cannot keep confidentiality and must report incidents of suspected sexual misconduct to Title IX/EO.- If possible, inform Complainants of your obligation to report before they disclose.
<p>Do NOT promise an outcome.</p> <ul style="list-style-type: none">- No outcome is known until an incident has been properly investigated.- It is not the Responsible Employee's role to determine if, in fact, sexual misconduct occurred.
<p>Do NOT provide counseling or guidance beyond your training or expertise.</p> <ul style="list-style-type: none">- Instead, refer the Complainant to a trained resource (Title IX/EO, Office of Counseling Services, CNU Health and Wellness Services, Off-Campus Resources).
<p>Do NOT discourage the Complainant from reporting.</p> <ul style="list-style-type: none">- Complainants have the option to report directly to Title IX/EO, CNUPD, local law enforcement, and confidential resources even if the Responsible Employee has already reported the incident.
<p>Do NOT speculate about motives or circumstances about the incident.</p>
<p>Do NOT blame the Complainant for the incident.</p> <ul style="list-style-type: none">- Be aware that blame may be stated or implied through comments, body language, or questions.
<p>Do NOT question the Complainant about the incident.</p> <ul style="list-style-type: none">- It is not the Responsible Employee's role to investigate the incident, and asking too many questions can make a Complainant feel uncomfortable or even attacked.- Questions should be limited to:<ol style="list-style-type: none">1. Gathering the basic information needed to make the report (who, what, when), and2. Assessing for any immediate health or safety needs.

Questions? Please contact:

KATIE WELLBROCK, INTERIM TITLE IX COORDINATOR

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