EMERGENCY
If immediate medical care is needed, call 911

SEXUAL MISCONDUCT RESPONSE FLOWCHART

1. Refer all persons to Roosevelt University resources including Title IX Coordinator and Campus Safety. Provide a complaint with a

See back cover for contact information.

Q1: Has the misconduct occurred within the past 7 days?

Q2: Is the person interested in making a police report?

Refer to Chicago or Schaumburg Police Department*

Refer to the Counseling Center or local resources such as Rape Victim Associates*

Q3: Is the person interested in counseling?

Q4: Is the person interested in filing a complaint with the university?

Explain that there are accommodations available, and provide a copy of the Complainant's Rights document. Take down the details provided.

Listen, don't interrogate.

Is the person interested in a forensic exam?

yes no yes

No: Has the misconduct occurred within the past 7 days?

Yes: Is the person interested in filing a complaint with the university?

Explain that there are accommodations available, and provide a copy of the Complainant's Rights document. Explain that you will be available to talk more later if the wishes

MISCONDUCT RESPONSE FLOWCHART

and/or and/or and/or and/or

no/unsure yes yes yes no/unsure

Solitary exam?

Refer to ER*

Non-EMERGENCY

Remind the person that you are a responsible employee, you will share their experience with the Title IX Coordinator. Alert them that only Counselors can keep this information confidential, but it will never be made public.

Explain that you will contact the Title IX Coordinator, that there are accommodations available, and provide a copy of the Complainant's Rights document. Explain that you will be available to talk more later if s/he wishes.

Confidential. Information cannot be shared with the Title IX Coordinator or anyone else. It will only be used to provide necessary accommodations or help the person. According to law, you must share this information with the Title IX Coordinator.
Points of Contact: How to Respond to a Disclosure of Sexual Misconduct

WHAT IS MY ROLE?
As a first point of contact, it is important to provide sensitive care and support, to ensure that the person is not retraumatized as a result of reporting the incident.

1. When you are made aware of sexual misconduct, your first responsibility is ALWAYS to ensure the immediate safety of the survivor, regardless of when the misconduct occurred. Ask the survivor: “Are you safe right now?” If not, help them create a plan to get to a safe place. Call 911 if necessary.

2. Once the survivor is safe, it is important to remember that your role is NOT to determine whether or not the misconduct occurred. Your primary responsibility is to remain supportive of the survivor, while referring the student to the Counseling Center or other agencies/offices that are trained in providing assistance and intervention for survivors of sexual violence.

3. Follow the flow-chart on the front of this folder to help the person navigate options both on and off-campus.

4. You do not have to have all the answers. If someone is disclosing to you, it typically means that you are someone they trust and they want to be heard. Don’t be afraid to tell them that you don’t know the answers, and use that as a point of referral. It is not your responsibility to “fix” the problem.

WHAT SHOULD I SAY?
Above all, do no harm. Sometimes, when individuals feel overwhelmed after hearing someone’s story, they feel pressured to do something. This can lead to unintentionally saying things that might be harmful. If you’re unsure about what to say, remember these phrases:

• “Thank you for trusting me with this.” Add “Do you feel safe now?”
• “This was not your fault.”
• “You have options.”

While you are not expected to act as a counselor, when you are with someone who has experienced sexual misconduct, you should be aware that the supportiveness of your response can be critical to the healing process. Though there is not one “right” way to respond, the following may serve as a guide in identifying more or less helpful responses.

DO:
• Give the survivor your complete attention.
• Use supportive phrases when responding to the survivor. Listen.
• Give the individual options: to sit or stand, to share more or be silent, to call referral agencies themselves or have you call, etc. If they do not want to seek help, respect their wishes and give them contact information if they choose to seek help later.
• Tell them they are not alone, that other people of all genders have experienced sexual misconduct.
• Tell the survivor that resources are available to help them, and provide referrals as necessary. A contact list of resources is included on the back of this folder.
• Take care of yourself after responding to a sexual misconduct survivor. Get support if you need it.
• Follow up with the person within a week to see if they are receiving the support they need.

DO NOT:
• Tell the survivor you know what they are going through—even if you think you do.
• Ask them any questions that suggest they are to blame such as: Why were you drinking? What were you wearing? Why didn’t you run? What were you doing out at that time/in that place? etc.
• Question whether they are telling the truth or show doubt about their story.
• Touch the survivor’s leg, shoulder, hand, etc. when talking with them, unless they’ve explicitly said it’s OK.
• Talk about your issues, history or personality when working with a sexual assault survivor. It’s about them and what happened to them, not your experiences.
• Panic. Take a deep breath and focus on listening.

Confidentiality Limitations

STUDENTS, STAFF AND FACULTY MEMBERS MUST REPORT POSSIBLE SEXUAL MISCONDUCT.

Notify the person of your duty to report the incident to law enforcement and/or campus authorities.

• Never lie to a survivor. If you must report their disclosure, be honest and tell them so.
• Keep information as private as possible. Do not tell anyone unless you are mandated to do so.

Under the Clery Act, “campus security authorities” including officials with significant responsibilities for student and campus activities, are required to notify the Title IX coordinator of possible crimes involving sexual violence.

Under the Illinois Abused and Neglected Child Reporting Act and University policy, all Roosevelt staff and faculty have a duty to report suspected abuse, including sexual abuse, involving minor children under the age of 18. To report, contact the DCFS hotline at 1-800-25-ABUSE. For more information about reporting responsibilities, visit http://www.illinois.gov/dcf/safekids/reporting/Pages/index.aspx

Title IX of the Education Amendments of 1972 also requires individuals to report allegations of sexual assault to campus authorities. Roosevelt community members who are designated as Responsible Employees and who have been told about or witnessed conduct that may constitute sexual violence or sexual harassment must report it to the Title IX coordinator.

Panic. Take a deep breath and focus on listening.
Important Contacts/Resources

**UNIVERSITY CONTACTS**

**Title IX Coordinator**
compliance@roosevelt.edu
roosevelt.edu/About/Compliance.aspx

**The Counseling Center**
Auditorium Building, Room 470
Schaumburg, Room 114
(312) 341-3548

**Campus Safety** (available 24 hours a day)
Chicago Campus: (312) 341-2020
Schaumburg Campus: (847) 619-8989

**LEGAL AND EMOTIONAL SUPPORT**

**Rape Victim Advocates**
180 N. Michigan Ave., #600
(312) 443-9603

**Chicago Rape Crisis Hotline**
(888) 293-2080

**Chicago Domestic Violence Line**
(877) 863-6338

**Chicago Police Department**
(312) 745-4290 or 911

**Schaumburg Police Department**
(847) 882-3586 or 911

**NEARBY HOSPITALS IN CHICAGO**

**Northwestern Memorial Hospital ER**
251 East Huron St.
(312) 926-5188

**Rush University Medical Center**
1653 W. Congress Parkway
(888) 352-7874

**University of Illinois Hospital**
1740 W Taylor St.
(312) 996-7296

**NEARBY HOSPITAL IN SCHAUJBURG**

**Alexian Brothers Medical Center**
800 Biesterfield Road,
Elk Grove Village
(847) 437-5500