

## Responding to Disclosures of Sexual Misconduct Checklist

This checklist is intended to help SPU faculty, staff, and student leaders understand how to respond when someone shares that he or she has been a victim of sexual assault, sexual harassment, or another form of non-consensual sexual conduct. If you have questions about this checklist, please contact Cheryl Michaels, Associate Director of Safety and Security ([michac@spu.edu](mailto:michac@spu.edu); (206) 281-2625).

- Be supportive.** Your first reaction should be supportive. It is not your job to determine if the information being shared is true. Let the person tell his or her story.
- Discuss confidentiality.** Tell the person (before they share information): (1) your reporting obligation (if applicable), (2) their ability to make a report and request confidentiality (which may be limited), and (3) their ability to speak with pastoral or professional counselors confidentially. See documents posted on the [SPU Title IX Website](#) for guidance about who at SPU has a reporting obligation.
- Identify resources.** Resources for victims are listed in the Sexual Misconduct Policy in the [Student Handbook](#) and in the *Know Your Rights and Resources* booklet (available from the Office of Safety and Security).
- Mention interim measures.** Victims may be able to make changes to academic, living, transportation, and working situations while a disclosure is being investigated and addressed.
- Obtain information.** Ask the individual for the names of parties involved (perpetrator(s), victim(s), witness(es)), the date, time, and location of incident(s), and any other relevant information.
- Mention SPU complaint procedures.** Note that SPU complaint procedures are described in the Sexual Misconduct Policy in the [Student Handbook](#) and in the *Know Your Rights and Resources* booklet. Explain that a report to you, or by you, does not automatically start the formal complaint process.
- Mention criminal complaint procedures.** Victims have the option to file complaints with local law enforcement, and the Office of Safety and Security can assist in this process.
- Discuss retaliation.** Tell the person: (1) federal law and SPU policy prohibit retaliation for making a complaint, (2) SPU officials will take steps to prevent retaliation and will take strong responsive action if retaliation occurs, and (3) the individual should report any incidents of retaliation.
- Explain follow-up.** Explain that someone from SPU will follow-up with the individual.
- Make a report.** Promptly report the incident to a sexual misconduct report receiver or by using the [SPU Online Reporting Form](#). If there is an imminent threat, call the Office of Safety and Security right away at (206) 281-2911.

*Websites with more information:*

- [SPU Title IX Website](#): Contains list of sexual misconduct report receivers and links to formal complaint procedures for faculty, staff, and students. Also contains documents about reporting obligations for SPU students and employees.
- [Student Handbook](#): Contains Sexual Misconduct Policy, which identifies resources for victims, defines key terms, and outlines applicable procedures.
- [SPU Online Reporting Form](#): Offers an online method for reporting sexual misconduct.