Use this checklist during initial interactions with survivors of sexual misconduct, and relationship violence. This checklist can also be useful when assisting students who may have been impacted by sexual assault (IE. a friend or family member) or those who may have been accused by a complainant. During the initial contact with a survivor, you will be providing information and reviewing options.

1. Provide student with a copy of USD CARE brochure that includes your contact information and information about University policies and protocol.
2. Document all interactions and issues covered using the CARE Advocate Report on the online portal.

Immediate Concerns
1) Are you safe right now? Do you have a safe place to go? Immediate basic needs? Confidentiality.
   a) Identify current needs—if student is in danger or situation remains an emergency, contact Public Safety and/or 911. Ask the student: Does the perpetrator know that you go to USD? Is the perpetrator a USD student? Does the perpetrator know where you live? Do you feel safe in your room/apartment?
   b) If a student requires immediate assistance with food or shelter, contact Public Safety or the counselor on-call immediately.
   c) If you require consultation s you can contact
      i) Erin Lovette-Colyer – cell (831) 428-4877, campus – x4716
      ii) Melissa Halter – cell (619) 309-8167, campus x4655
      iii) Cynthia Avery – cell (619) 549-4016
   d) For ongoing needs, contact Student Affairs AVP (Cynthia Avery) to activate the Sensitive Issues Team which can then develop a comprehensive support plan.
   e) Address distinction between Privacy and Confidentiality. “CARE advocates will do their best to keep what they discuss with you private, meaning they will share information only with those who need to know. However, they cannot keep this information confidential; only professional counselors in the Counseling Center or CHWP and pastoral counselors or clergy in University Ministry may keep the information confidential. This does not include Resident Ministers.” If immediate safety needs are not a concern, this distinction should be addressed immediately in order for student to make decision about what they wish to disclose to the advocate.

2) Medical Care—let’s review your options.
   a) In cases of sexual assault, in order to preserve and gather evidence and keep all legal options open, discuss the option of undergoing a SART exam (within 72 hours of assault) (see SDPD webpage on SART: www.sandiego.gov/police/about/sart.shtml).
      i) SART exam is the collection of evidence that entails interaction with Public Safety/SDPD, a police report and interaction with the County’s Sexual Assault Response Team (SART) at a medical facility off-campus.
      ii) SART exam may be arranged through Public Safety or the San Diego Police Department.
      iii) SART exam is free and a Center for Community Solutions advocate will be present.
      iv) Non Investigative Report (NIR) option: Adult victims who wish to have physical evidence collected pursuant to a sexual assault incident, but do not wish to have Law Enforcement investigate the incident at the time, may have this evidence collected through a SART exam at one of the adult SART facilities. This may be done by contacting the San Diego County DV Hotline (888-385-4657) or contacting SDPD Communications at (619) 531-2000. The NIR exam is free. Discuss the option of having a family member or friend,accompany the student during the SART exam. A CSS advocate will be present at the exam.
v) Advise student not to take a shower—if student has changed clothes, suggest saving clothes, jewelry, etc. in a paper bag and bringing it along for the SART exam.

b) Student Health Center can provide additional medical treatment.
   i) SHC cannot provide SART exam, but can provide vital, complementary medical services—treat injuries, provide sexually transmitted infection and pregnancy testing, etc.
   ii) Student may also secure medical care from private medical provider or at hospital ER.

c) If student refuses SART, student should be made aware that any medical care provider, including the providers at the Student Health Center, are legally mandated to report sexual assaults to SDPD. Inform student about Non Investigative Report (NIR) option.
   i) But even if there is a report, student does not have to participate in the investigation.
   ii) Student can also opt to secure medical care from a medical provider without disclosing that they were sexually assaulted—rather they can report having “unprotected sex” and can also receive medical treatment and attention.

3) **Let’s review your reporting options.**
   a) Upon disclosing information about an incident, the CARE Advocate will submit a report to the CARE Team (AVP Student Affairs, AVP Wellness, DPS, Title IX Coordinator). This report preserves all options—students can decide later whether to take further action even if they are unsure.
   b) CARE advocate will report available information to DPS. , DPS is required to report any incident to SDPD. Student doesn't have to speak with or participate in the investigation if they wish not to.
   c) **USD Public Safety and San Diego Police Department.**
      i) A report to Public Safety and SDPD may help safeguard the university community and prevent additional assaults.
      ii) It leaves all options open.
      iii) DPS will notify SDPD of the report by either contacting them via telephone. If student is interested in speaking with SDPD and based on SDPD’s availability, DPS will make an effort to arrange for interview with SDPD to take place at the same time DPS is taking it’s report.
      iv) Students should understand that DPS officers are not sworn police officers. As a result, DPS does not have the same investigatory powers and authority as would be available through SDPD or other outside authorities.
      v) Even if the sexual assault is reported, the student does not have to participate in the investigation—police and district attorney cannot force someone to participate.
      vi) **If student is under the age of 18, the university will communicate with parents, police, , and otherwise as required by California’s law addressing the mandatory reporting of incidents of child abuse and neglect.**
      vii) If the student is studying abroad during the time of the incident, please be sure to review local authorities and reporting options in the country in which they are studying. For assistance in identifying authorities abroad, please contact Dr. Kira Espiritu, Director of the International Center: kespiritu@sandiego.edu, (619)-260-4598. Further, please know that accommodations can still be provided to students that experienced sexual assault or relationship violence abroad. Please also be sure to review privacy vs. confidentiality with students abroad, and that a CARE report will be submitted and the Title IX Coordinator will outreach to the student as well.

d) **USD Title IX Coordinator.**
   i) Title IX is a federal law that prohibits sex discrimination in schools.
   ii) The university’s Title IX Coordinator is Dr. Nicki Schuessler in Human Resources (Maher 101, x7408).
   iii) The Title IX Coordinator is responsible for coordinating USD’s compliance with Title IX. The Title IX Coordinator is available to meet with students or others as needed to provide information about options for complaint resolution, to facilitate an effective response to a complaint, and to
address the way in which USD responds to incidents of alleged sexual assaults, relationship violence, stalking and exploitation.

iv) Title IX Coordinator will receive a copy of the advocate report. Let the student know that the Title IX Coordinator may reach out to them to provide information on university procedures and resources.

c) USD Student Conduct Office (if alleged perpetrator is a USD student).
   
i) Going through USD conduct process can serve an important role in helping students feel empowered, and is ultimately up to the student if they wish to pursue this option.
   
ii) Student Conduct will work with DPS to review reports of sexual assault, relationship violence, stalking and exploitation.
   
iii) Students should understand that if a violation of the Code is found, the sanctions that can be imposed by USD through its conduct process are different than sentencing that could be imposed if the student pursued the matter through outside legal processes.
   
iv) Student should carefully review Student Conduct’s policies and procedures found on the CARE website. The Title IX Coordinator will review this information directly with the student.

4) Let’s think through your needs and possible accommodations—these can be managed and coordinated through the CARE Team. The coordination of accommodations will vary based on the student’s needs and case. Options may include:
   
a) Change in campus residence.
   
b) “No contact” letters to discourage any intentional contact between students.
   
c) Steps to address concerns about encountering alleged perpetrator.
   
d) Safety and security – Public Safety can provide escorts, personal alarms, and general guidance.
   
e) Academics—e.g., changing class sections, reducing course load, communicating with faculty, medical leave, negotiating additional time for assignments or incompletes in course, etc.
   
f) Scheduling an appointment with the Counseling Center. If immediate needs arise, an on-call counselor is available through Public Safety after business hours. If student would like to schedule an appointment during business hours, the CARE team can assist in arranging the appointment to ensure a trauma-informed response.

5) Is there anyone you would like to notify about the incident, anyone else who can provide support and guidance? For example, immediate or extended family, friends, clergy, trusted mentors, USD faculty or staff?

6) Counseling Options
   
a) Counseling Center (CC) offers free confidential counseling. Professional counselors within the CC and Center for Health & Wellness Promotion (CHWP), and pastoral counselors and clergy in University Ministry are the only staff on campus who are able to keep further information shared confidential. Exceptions may apply if the victim is under age 18.
   
b) Center for Community Solutions (www.ccssd.org/).
      
i) County-wide agency providing support and resources to victims of rape, sexual assault and domestic violence; services are free or on sliding scale. Individual counseling, support groups, and legal services, are offered.
      
ii) CCS can also assist with temporary restraining orders, support during court proceedings, victim of crime funding claims, legal clinic, etc. They offer both domestic violence victim advocates and sexual assault victim advocates. The website or 24 hour hotline can provide more in-depth information about these resources.
         (1) 24 hr. hotline: 888-385-4657
         (2) Nearest office is at 4508 Mission Bay Drive, S.D. CA 92109, 858-272-5777
7) **Follow-up with CARE Advocate**
   a) If the student needs further support, please work with them to schedule a follow-up meeting, email or phone call. Advocates can also directly email resources to student if that feels more comfortable. Email communication is not confidential. Please remember to use email disclosure and discuss with student the most appropriate form of continued communication.
   b) Advocate will focus on providing support, resources, advocacy, guidance of next steps, and coordinating accommodations.
   c) In cases where students decide to report to police and participate in an ongoing investigation, an advocate from Center for Community Solutions should be strongly considered and more information can be found on the CCS website.