

LINCOLN UNIVERSITY TITLE IX RESPONSIBLE EMPLOYEE REPORTING CHECKLIST

Unless you are a confidential resource (Campus Counselor, Counselor Assistant, or LU Pastoral Counselor), advise the victim that you can protect their privacy but you cannot promise confidentiality. Tell the victim that you are required to report the incident to the university's Title IX Coordinator. This report will include all known relevant facts, date, time, and specific location of the alleged incident in the report. Let the victim know that the Title IX Coordinator may be in touch with him or her. Also remind the victim of the option to speak with a confidential source and the option to [report online](#), LU Women's Center, and the Male Initiative Office (all have the option to report anonymously if desired). See Section VIII, "Reporting Options" in the "[Title IX Processes and Procedures](#)" manual for more info.

Things to Remember When Someone Makes a Report:

- Do not try to be an investigator
- Ask "How Can I help You?"
- Be a good listener (Do not interrupt let them tell their story and do not judge if they choose to talk to you)
- Reinforce that "it's not your fault", no victim is ever to blame for being assaulted or abused.
- Avoid questions that could be perceived as victim blaming or second guessing their behavior
- Assure them that the University has procedures in place to help them.
- Offer to go with them to the Title IX Coordinator, LUPD, LU Counseling Center, the LU Women's Center, or the Male Initiative Office.

Please review the attached checklist and ensure you are discussing all of the items with any victim of sexual misconduct. These items do not need to be discussed in any particular order. Additional copies of this form are available at <https://bluetigerportal.lincolnu.edu/web/title-ix/how-to-help-a-friend>.

- Determine if the victim requires immediate medical attention. If so, call 911.
- Ask the victim if he or she would like you to contact the police immediately. If so, call 651-5555 for LUPD. If not, you should respect the victim's wishes at that time.
- Remind the victim that acts of sexual misconduct such as sexual assault, relationship violence, and stalking are never the fault of the victim. Thank the victim for telling you what happened and reassure him/her that you have information to share which might be useful:
 - [Title IX FAQs](#)
 - [Title IX Sexual Harassment, Sex Equity, and Gender-Based Discrimination Policy](#)
 - [Lincoln University Sexual Assault, Domestic Violence, Dating Violence, & Stalking Processes and Procedures](#)

You can also ask if they would like you to check in on them in a few days/weeks.

- Provide the victim with a copy of Victims' Rights and a list of resources (found at <https://bluetigerportal.lincolnu.edu/web/police-department/victims-rights1>), refer them to the website, or send a PDF electronically. Discuss the options they have.
- Advise the victim that he or she has the right to file a complaint with the University through the Title IX Coordinator (if they so choose). Information is available at <https://bluetigerportal.lincolnu.edu/web/title-ix/lu-policies/title-ix-grievance-proc-stud.-cond>, which describes the processes or the victim may be in touch with the Title IX Coordinator directly to better understand the process.
- Advise the victim of the right to request confidentiality. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. The University's ability to respond may be limited. The Title IX Coordinator will consult with other campus officials to make a determination on the request for confidentiality and notify the complainant to let him/her know if confidentiality can be kept.

- Advise the victim that there may be times when the University must take action against a perpetrator, even if that is against the victim's wishes. The University undertakes these decisions very carefully and would inform the victim and take appropriate steps to ensure the victim's safety prior to taking any action against the perpetrator.
- Advise the victim that he or she has the right to contact the police at any time (if they so choose). Lincoln University encourages individuals to report all crime incident on campus to LUPD. Incident off-campus should be referred to JCPD, Cole County Sheriff's Office or the appropriate police jurisdiction. Explain that you can assist in contacting the LUPD if they choose to do so at this point.
- Some people are in situations where they don't feel safe going to classes, going home, or going to work. Let the victim know that there are people on campus that can help them feel safe. Advise the victim that assistance can be provided by the University (Title IX Coordinator, Student Conduct Judicial Officer, Dean of Students, Residence Life Staff) for changing academic, living (including emergency housing for off-campus students), transportation, and working situations if requested by the victim and if reasonably available, regardless of whether the victim chooses to report the situation to the police. LUPD also provides [safety escorts](#) if requested.
- Inform the victim that they can utilize Counseling services at the Thompkins Student Health Center and that it is open daily 8:00 am to 5:00 pm. Mr. James Smith (the campus counselor) can be reached at (573) 681-5164. Mr. Smith also has assistants that an individual may speak to in his office. We also a list of [external counseling confidential sources available](#).
- Inform the victim that retaliation by the alleged perpetrator or anyone else is prohibited and will be punished by Lincoln University. Lincoln University wants to make sure the fear of retaliation doesn't prevent the victim from reporting the incident either to the police or formally to the University. If the victim experiences any retaliation, he or she should immediately contact the Title IX Coordinator at the University.