

## **I am a faculty/staff member and a member of our campus community has reported to me that they have been sexually assaulted or sexually harassed. What should I do?**

### **Understand That:**

- As a Columbus State University employee you are a responsible/mandatory reporter of sexual violence. Staff and faculty who are made aware of an incident of sexual violence, dating violence, domestic violence or stalking are legally **REQUIRED** to **report** the incident to the Title IX Coordinator, Laurie Jones, Director of Human Resources or Title IX Deputy Coordinator Dr. Aaron Reese, Dean of Students. For more information of this requirement, please go to “I am a member of the campus community, but not sure if I am Responsible/Mandatory Reporter of Sexual Violence. What should I do?”
- If you know the name of the victim and parties involved, they **MUST** be disclosed when you report to the Title IX Coordinator. You must report what you know even if you have heard it second or third hand.

### **You Should Respond to the Complainant By:**

- Do not promise confidentiality or agree to keep the disclosure to yourself, but assure the complainant that their situation will be handled sensitively and they will be consulted throughout the process.
- Listen and be understanding and compassionate.
- Print off and give the complainant the list of “What Should I Do if I Am Sexually Assaulted or Sexually Harassed?” and help the complainant understand all of the resources available to them and the reporting options available.
- The confidential resources available to them are the Columbus State University Counseling Center at 706-507-8740 and Student Health Services at 706-507-8620 on Main Campus and 706-507-8347 on RiverPark campus. An off-campus confidential resource is the Sexual Assault Support Center that has advocates and a hotline at 706-571-6010.
- The reporting options include University Police 706-507-8911 and the University Office of the Dean of Students at 706-507-8730.
- Offer to call resources or reporting options immediately for complainants if they are in distress. If the complainant is unsure about what they want to do, explain to them that by making a report to police or to the Office of the Dean of Students will not obligate them to take any actions.
- It’s important to let the complainant know that they will have control over the process, that the people involved will respect their wishes as much as possible, and that only those who need to know about the situation will be informed.

### **Following conversation, immediately contact**

- Title IX Coordinator, Laurie Jones at 706-507-8920, [jones\\_laurie@columbusstate.edu](mailto:jones_laurie@columbusstate.edu) or Deputy Coordinator, Dr. Aaron Reese at 706-507-8730, [reese\\_aaron@columbusstate.edu](mailto:reese_aaron@columbusstate.edu)
- Or report online at [https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout\\_id=40](https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout_id=40)