Sexual Assault Reporting Process – Faculty/Staff Incident

Report of Sexual Assault or Harassment (by a third party)

OIDE
- Title IX Investigation
- Notify Campus Police and Human Resources of event with or without name(s) (depending on survivor request)
- Safety of survivor and preservation of evidence
- Determine jurisdiction and refer if not our jurisdiction
- Determine date, time and location of event
- Notify OIDE and Human Resources of event with or without name(s) (depending on survivor request)
- Safety of survivor and preservation of evidence
- Ask reporter if the survivor wishes to have name released to dean(s), res-life, other
- Options offered: Employee Assistance Program, human resources, campus police, other police, Center for Women & Community, hospital
- Review support options
- SANE exam offered if event is within last five days
- Options offered: Employee Assistance Program, OIDE, human resources, other police, Center for Women & Community, hospital
- Review support options
- Ask survivor if they intend to take further action against offender(s): If yes: legal/criminal, college, both, other? If to be prosecuted: complete investigation; present to DA

Campus Police
- Notice to community if event is recent and assailant is not known
- Safety of survivor and community support
- Options offered: Employee Assistance Program, campus police, OIDE, human resources, other police, Center for Women & Community, hospital
- Review support options

Smith College community member
- Ask reporter if the survivor wishes to have name released to dean(s), res-life, other
- Options offered: Employee Assistance Program, OIDE, human resources, other police, Center for Women & Community, hospital
- Review support options
- Ask survivor if they intend to take further action against offender(s): If yes: legal/criminal, college, both, other?
- Discuss with survivor student disciplinary proceedings

Human Resources
- Notify OIDE, Campus Police or Human Resources of event with or without name(s) (depending on survivor request)
- Safety of survivor and community support
- Options offered: Employee Assistance Program, OIDE, human resources, other police, Center for Women & Community, hospital
- Review support options
- Ask survivor if they wish to have name released to deans, res-life, other
- Options offered: Employee Assistance Program, campus police, OIDE, other police, Center for Women & Community, hospital
- Review support options

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