

Requirements in Response to Student or Employee Victims of Sexual Misconduct

Applies to: Grambling State University faculty, staff, administrators, and athletic personnel who receive information that a student or employee has experienced sexual misconduct including sexual harassment or violence. All reports of sexual misconduct should be reported within twenty-four (24) hours to the Title IX Coordinator,

Mrs. Beverly Crawford 318-274-2660/7474 or crawfordb@gram.edu

Ms. LaToya Walker 318-274-2784 or walkerla@gram.edu

1. **AFFIRMATION** -Support disclosure:

Offer to do all that you can to help. Find out what the victim would like for you to do next .

Response: "Proceed"

Response: "Don't reveal my name"

Proceed to Checklist

Complete [Sexual Misconduct Incident Form](#) and Submit to Title IX Coordinator

Advise you must report the incident and the University may have to investigate incident. Contact Title IX Coordinator with all details . Complete the Complaint Report Form without victim's name and submit to Title IX Coordinator. Proceed to checklist

2. Check List:

- SUPPORT**- Seek trained assistance. Obtain consent to contact victim services.
Title IX Coordinator, Counseling Services, Student Health Center or Campus Police.
- SAFETY** -Find out details:
 - Is the victim in immediate danger? **Contact Campus Police and Title IX Coordinator.**
 - Does the victim need alternative housing for the night? **Title IX Coordinator.**
- HEALTH SERVICES** -Respect victim's privacy. Don't guess; don't ask for details if student has refused already.
 - Does the victim need medical attention? Offer to contact or take the victim to GSU health services.
Contact health services, Title IX Coordinator, or local hospital . In the case of an Emergency Call 911.
- COUNSELING** -Inquire if the victim would like to speak with a trained counselor confidentially.
 - Counseling services are available 24 hrs./7 days a week. Offer to contact the counseling center.
Contact Counseling center, Title IX Coordinator, or Campus Police.
- ACADEMIC/EMPLOYMENT ADJUSTMENTS**- Offer help with immediate concerns only.
 - If you are the victim's professor or supervisor and the accused is in your class or office. Offer adjustments in testing location, changes in schedule, etc.
 - If the victim must relocate immediately for safety, offer assistance with contacting professors or supervisor about possible absence. **Contact Title IX Coordinator.**
- UNIVERSITY COMPLAINT OR CRIMINAL PROSECUTION** -Does the individual want to take immediate action to file a complaint? **Contact Title IX Coordinator, Campus Police.**

For victim assistance or reporting sexual misconduct, always contact the Title IX Coordinator:

1. Title IX Coordinator- 318-274-2660 or 318-274-2784
2. Counseling Services-318-274-3338
3. Grambling State University Police Department- 318-274-2222
4. Office of Student Conduct- 318-274-3169
5. Health Services-
 - GSU Health Center -318-274-2351
 - North Louisiana Medical Center- 318-254-2100