



RESPONSIBLE EMPLOYEE CHECKLIST

Assisting those who report sexual violence, sexual or gender-based harassment, and domestic or dating violence, or stalking.

Response Checklist	
Address any imminent medical needs or threats to safety.	
If the reporting party requires medical attention, or if there is an immediate threat of danger or injury to the reporting party or anyone else, contact University Police 985-549-2222 or 911	
Ask the reporting party if they would like to contact the police immediately.	
If so, call 985-549-2222 (University Police) or 911. If not, please respect the wishes of the reporting party.	
Before any information is disclosed, inform the reporting party of their right to make a confidential report because if they disclose any information to you, you are obligated to report.	
Before a reporting party shares information that they may wish to keep confidential we ask that you do the following:	
1. Inform them of your duty to report details of the incident (including names) to the Title IX Coordinator/Deputy	
2. Inform the reporting party that they may request confidentiality/no investigation from the Title IX Coordinator/Deputy, and that the University will consider the request; and	
3. Inform the reporting party of their right to report the incident confidentially to the University Counseling Center (985-549-3894) or the University Health Center (985-549-2242)	
Inform the reporting party that you must inform the Title IX Coordinator/Deputy, but you will not inform anyone else.	
Please do not investigate. Listen for who (people involved), what (details of the incident), where (location of the incident). Reports should be submitted no matter where the incident took place.	
Encourage the reporting party to contact the Title IX/Deputy	
The Title IX Coordinator/Deputy will reach out to the reporting party upon receipt of the report to offer services, implement interim measures, accommodations, and will explain all options for filing a complaint.	
Provide website information to reiterate available resources	
Advise the reporting party that action can be taken (should they choose this route)	
Inform the reporting party that the University wants to help, and there are people on campus who can help the reporting party feel safe.	
Inform the reporting party that the University strictly prohibits retaliations.	
If the reporting party experiences retaliation, they should contact the Title IX Coordinator/Deputy.	
Title IX Coordinator Mr. Gene Pregeant Dyson Hall, Rm 120 985-549-5888 gpregeant@southeastern.edu	Deputy Title IX Coordinator Dr. Gabe Willis Mims Hall, Rm 207 985-549-2213 gabe.willis@southeastern.edu

Responses to Avoid

Do NOT promise confidentiality. If possible, inform reporting parties of confidential resources before they disclose anything to you.

As a responsible employee, you must report incidents of which you become aware.

Do NOT provide counseling or guidance beyond your training or expertise.

Instead, refer the reporting party to the trained resource (Title IX Coordinator/Deputy, University Counseling Center, University Health Center)

Do NOT discourage the reporting party from further reporting.

If you have doubts about the incident, keep them to yourself. This is not the time to pass judgement or question the validity of a report.

Do NOT speculate about motives or circumstances regarding the incident

Do NOT minimize the incident.

Do NOT minimize the impact of the incident on the reporting party.

Do NOT promise an outcome

The Office of Student Advocacy and Accountability serves as a resource for any student who has been accused of sexual assault, sexual harassment, domestic or dating violence, and stalking.