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?

You Should Understand That:

- As a Columbus State University employee in a faculty or supervisory role you are a responsible employee/mandatory reporter for sexual violence. Staff and faculty who are made aware of an incident of sexual violence, dating violence, domestic violence, or stalking are encouraged to report all information received to the Title IX Coordinator, Lauren Jones McKown, JD. More information of this requirement, may be found here: “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 identity of the parties involved, that information 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:

- Refraining from promising confidentiality or agreeing to keep the disclosure to yourself, but assuring the Complainant that their situation will be handled sensitively and they will be consulted throughout the process.
- Listening in an understanding and compassionate manner.
- Providing the Complainant with resources and information located here: https://sa.columbusstate.edu/dos/save.php.
- Offering 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 Title IX Coordinator will not obligate them to take any actions; the reporting options include University Police 706-507-8911 and Title IX Coordinator, Lauren Jones McKown, JD, at 706-507-8757 or jones_lauren3@columbusstate.edu.
- Letting 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, Lauren Jones McKown, JD, at 706-507-8757 or jones_lauren3@columbusstate.edu.
- Or report online at https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout_id=40