

Campus Security Authority (CSA) Checklist

For Responding to a Report of Sexual Assault

In the event that someone tells you that they have survived rape, sexual assault or another form of sexualized violence, it is important to remember that you can be a link in the healing process and an effective ally to the survivor without assuming full responsibility for every step of the recovery process.

Campus Security Authorities (CSAs) are defined by UNO as officials who have "significant responsibility for student and campus activities [as well as]...the authority and the duty to take action...on behalf of the institution." CSAs are required by UNO policy to abide by certain guidelines when responding to a report of sexual assault. This checklist is designed to help CSAs follow the University Protocol for responding to reports of sexual assault. In the event a student, colleague, or other member of the campus community discloses to you having survived a sexual assault, print this checklist and share the information with the survivor as you cover these steps together.

_____ Do your best to ensure that the student knows that you are a mandated reporter **before** they disclose an incident that you must report. Explain that you are a Campus Security Authority (CSA) and you are required to make an anonymous report of the sexual assault. Explain that you will report only the general date and location of the incident of sexual assault to the UNO Police Department for statistical records. This report will not include any personal information of the survivor.

_____ Assure the survivor that you will protect his/her anonymity if the survivor wishes to remain anonymous.

_____ Ask the student survivor if s/he would like to also report the incident to
_____ the Office of Student Accountability, Advocacy and Disability Services (280-6222 UC 248).
_____ UNO PD and/or NOPD
_____ If a faculty or staff member is the reported perpetrator, the incident is reported to Human Resource Management.
_____ Offer assistance/support in making reports if the victim request such.

_____ Ask the student if s/he needs medical support/attention
_____ UNO's Student Health Services (UC 238) offers medical support and STD/pregnancy testing
_____ University Hospital is the only hospital in New Orleans certified to conduct a SANE exam for evidence preservation.

_____ Ask the student if s/he needs counseling support. UNO has trained counselors to assist at Counseling Services (UC 226) during normal business hours. Assist in making an appointment if requested

_____ Inform the survivor of assistance or modifications that can be available through Student Accountability, Advocacy and Disability Services (such as, but not limited to notes regarding absences to faculty, housing or academic modifications, or no contact orders.) Assist in making an appointment if requested.

_____ Provide the survivor with a copy of the Sexual Assault Survivors Resources Guide.

_____ Ask the survivor if they would like to schedule a follow-up time to talk with you. However, remember your role--You are not a counselor, you are not an investigator, and you are not called upon to name, analyze, or define students' experiences. *You are a bridge* to connect the student with the appropriate office who will provide the survivor with options for support, accommodations and accountability.

_____ File the anonymous report by calling the UNO Police Department at (504) 280-6371.

After speaking with someone about experiencing a sexual assault, you may need support to address your own feelings or concerns as well as to discuss in more detail how to be an effective ally to a survivor of sexual assault.