

Alamance Community College Sexual Misconduct Procedures

Checklist for Responsible Employees

The checklist applies when an ACC student, employee, or campus visitor discloses to you any of the following incidents that occurred on-campus or off-campus (see *Procedures to Address Sexual Misconduct* for definitions):

Sexual Harassment	Domestic Violence	Sexual Battery
Sexual Violence	Sexual Abuse	Sexual Coercion
Dating Violence	Sexual Assault	Stalking

STUDENT WORKERS. If you are at work as an ACC student employee or work-study student:

- (a) Tell the person who disclosed an incident: “What you are telling me is important. Please wait while I find someone to help you.” Then find your supervisor or another College official, who will follow the steps below for “OTHER EMPLOYEES.”
- (b) If the person is reluctant or unwilling to wait, say to the person: “May I have your name and contact information so I can get someone to contact you?” Then give this information to your supervisor or another College official as soon as possible. Do not carry out the steps below for “OTHER EMPLOYEES.”

OTHER EMPLOYEES. You must **inform** the person of all of the following:

- (1) The College prohibits sexual misconduct and provides several options for the person to obtain assistance through informal support and/or through formal complaint processes.
- (2) The person has a right to file a Title IX complaint and to report a crime to campus security and/or local law enforcement at the same time.
- (3) If the person talks with you about an incident, you have a duty to report allegations of sexual misconduct to the College’s Title IX Coordinator. Information reported by you includes the person’s name, the accused perpetrator’s name, names of witnesses, date and time of incident, location of incident.
- (4) The person can talk with a College counselor/advisor about an incident, and the counselor/advisor will not report personally-identifying information to the College’s Title IX Coordinator without the person’s permission.
- (5) The person has the option to request confidentiality, which the College will provide if it is consistent with its obligation to provide a safe environment for students and employees. The person can read “*Procedures to Address Sexual Misconduct*” to find more specific information about confidentiality.
- (6) The College will not pressure the person to make a report if he/she is not ready, and the College will not pressure the person to request confidentiality.
- (7) To the extent possible, information given to you will be shared only with people responsible for handling the College’s response to the report.
- (8) You will not share information with law enforcement without the person’s consent or unless he/she has reported the incident already to law enforcement.

You must **give** the person:

- ☞ A copy of the *Sexual Misconduct Policy* and *Procedures to Address Sexual Misconduct*.
- ☞ Assistance to actually contact the Title IX Coordinator, a counselor/advisor, or campus security, if the person is willing. (Contact information is found in the document “*Procedures to Address Sexual Misconduct*.”)

After your conversation with the person, you must:

- ✎ Complete a *Discrimination/Harassment Incident Reporting Form* (found on the ACC web site by clicking “Services for Students,” then “Parking and Security,” then “Sexual Misconduct Policy,” then “Incident Reporting Form.” Or go to <https://www.alamancecc.edu/human-resources-site/files/2015/07/Incident-Reporting-Form.pdf>. Submit the completed form to the Title IX Coordinator (Ms. Lorri Allison, Director of Human Resources, lorri.allison@alamancecc.edu or 105 Gee Building).