

VCU Student Health Services ***Guidelines for Responding to Reports of Sexual Misconduct***

Date:

Student:

Instructions: The staff working with the student reporting an assault should initial each item in the guidelines completed or make notation if not completed.

_____ Assess physical complaint

_____ Determine history of event

_____ Discuss options:

A. Forensic evaluation at area hospital by forensic nurse

- forensic evaluations are done at the discretion of forensic nurse and law enforcement if victim want to report with the intention of collection evidence for investigation and prosecution.

B. Medical exam at student health

_____ If the student wants full forensic exam, call hospital have them page forensic nurse for consultation in hospital she/he is being referred to, send referral with student to ER. Have student contact law enforcement if she/he has not already done so. We can make the call saying we have a student that has been assaulted and would like to talk with someone.

Assure student has transportation to ER.

VCU Police non-emergency 828-1196
Richmond City non-emergency 645-5100
Chesterfield non-emergency 748-1251
Henrico non-emergency 501-5000
Hanover non-emergency 365-6140

MCV ER Phone Number (804) 828-9151
St. Mary's (804) 281-8230

_____ Offer information concerning student's rights and reporting options. Explain that the student can file a report with the campus police, if the assault occurred on campus, and with the appropriate local police, if the assault occurred off campus. If a report is filed with law enforcement, an investigation will take place. If enough evidence is collected, the commonwealth attorney may prosecute. The student may wish to discuss options with law enforcement or Gay Cutchin, Domestic Violence/Sexual Assault Service Coordinator 828-2085.

_____ If the student wants a general exam and STD check to be done at student health be sure the student realizes this is not the best option if they choose to file criminal charges. PE can be documented on the yellow GYN/UTI form for females and the green STD form for males. Be sure to make a note of any lacerations, bruises, etc. using a body map. Follow the sexual assault

and STD recommendations in the most recent edition of the Guidelines for Treatment of Sexually Transmitted Disease. Offer emergency contraception prescription if indicated.

_____ Explain that an anonymous Campus security incident report will be filed immediately with the Sexual Assault Services Coordinator, Gay Cutchin. Assure the victim of the anonymous nature of this report. Complete the form, submitting as much information as possible.

Domestic Violence/Sexual Assault Service Coordinator, Gay Cutchin 828-2085

_____ Explain student has option of filing charges through University disciplinary process, including residence hall judicial process, if the incident occurred on campus or during a University sponsored event off campus. Inform the student that she/he can confidentially discuss disciplinary actions with the Dean of Student Affairs, or the Sexual Assault Service Coordinator, Gay Cutchin, without filing charges.

Dean of Student Affairs 828-8940

_____ Encourage the student to speak directly with VCU counseling Services staff, the VCU Sexual Assault Service Coordinator, or the VCU Police Victim/Witness Coordinator for support in understanding, evaluating, and choosing among the services available. Provide the student with needed names and numbers.

VCU Counseling 828-6200

Captain Buck-VCU Police Victim/Witness Coordinator 828-6232

_____ Give a copy of Sexual Misconduct Policy and the Sexual Assault Survivors Handout.

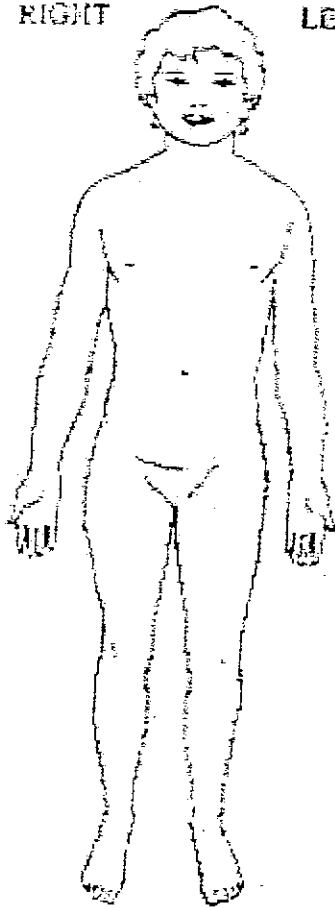
_____ Inquire if the student has a safe place to go. If student feels unsafe have her/him contact Safe Harbor 287-7877 or YWCA 643-0888 **WHILE IN CLINIC**. Offer to contact family or friends if needed.

_____ Schedule follow-up appointment for 1-2 weeks to review lab work and evaluate emotional physical concerns. A follow up exam should be done no matter if the student had a forensic exam in the ER or a general exam here at student health. Follow-up on serologic tests for syphilis and HIV infections should be repeated 6, 12, and 24 weeks following the assault if initial test results were negative.

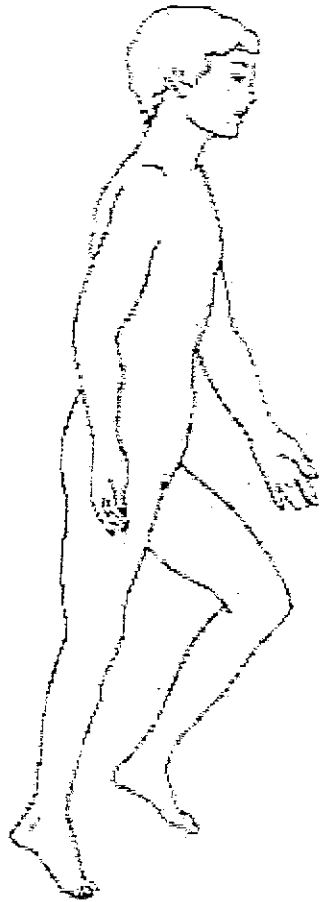
Body Map

RIGHT

LEFT

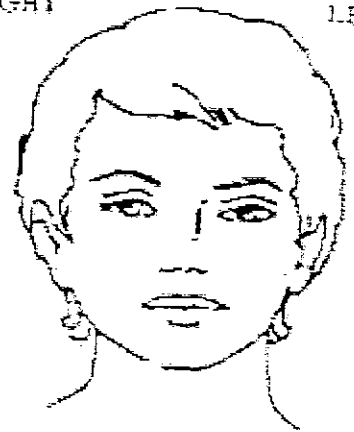


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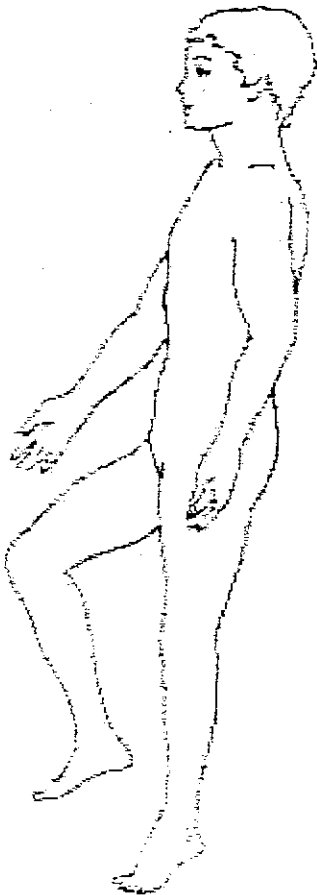


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