

Title IX Coordinator Sexual Misconduct Policy Checklist¹

Must Include:

- Definitions of prohibited behavior
- Sanctions for violations
- Protocol for reporting and responding to reports
- Electronic reporting option available on institution's homepage
- Interim measure to protect alleged victims
- Importance of victim going to a hospital for treatment, if appropriate
- Preservation of evidence
- Rights of victim reporting incident
- Procedures for prompt and equitable resolution of report
- Right of victim to report to law enforcement
- Termination of employee for failure to report

After Creation:

- Review policy at least once each biennium
- Revised policy should obtain approval from governing board

Distribution:

- Student and personnel/faculty handbooks
- Dedicated webpage with clear and identifiable links on homepage
- Shared at orientation for freshman and transfer students in first term

Protocols:

- Provide access to counseling for alleged victim
- Allow alleged victim or perpetrator to drop a class if both are enrolled

Outreach Programs:

- Primary Prevention
- Public Awareness
- Victim Empowerment
- Bystander Intervention
- Risk Reduction Strategies

Other Institutional Requirements:

- Trauma informed investigator training for peace officers
- MOU's with one or more of the following: local law enforcement, sexual misconduct advocacy agencies, hospitals or other medical resource provider

¹ This checklist is based on the requirements included in Senate Bill 212 and House Bill 1735, 86th Texas Legislature, now codified as Texas Education Code, Chapter 51, Subchapters E-2 and E-3.