What to do when you receive a report of sexual misconduct

Before a Complainant reveals any information to a responsible employee, the employee should ensure that the Complainant understands the employee’s reporting obligations - and, if the Complainant wants to maintain confidentiality, direct the Complainant to confidential resources.

- Counseling Center
- Student Health Center
- Texas State University Police Department
- San Marcos Police Department
- Hays-Caldwell Women’s Center
- Attorney for Students

Provide a hard copy, or include as attachment in email, the Sexual Misconduct Policy which explains the process and rights of all parties


A reporting web line has been created to submit reports of sexual misconduct. To report an incident, please visit: https://tim.txstate.edu/sexualmisconductwebline/

Document additional information regarding the reported incident

Explain the investigatory process to the Complainant

- Title IX coordinator needs to be notified
- Investigation will occur
- Finding will be issued
- Possible sanctions will occur

Explain the options for reporting to law enforcement authorities, whether on campus or local police

Discuss confidentiality standards and concerns with the Complainant and advise that confidentiality may impact the University’s ability to investigate fully

An individual may also report an incident of sexual misconduct to the University Police Department

Discuss with the Complainant, as appropriate, possible interim accommodations/measures that would make the Complainant feel safe

- Campus no-contact orders
- Reassignment of housing or work assignments
- Temporary withdrawal or suspension from the Component
- Escort or transportation assistance
- Modification of class schedules
- Restrictions from specific activities or facilities

Updated 08/06/2015
On and Off-Campus Resources

Title IX Coordinator
Dr. Gilda Garcia
Office of the Chief Diversity Officer and
Director of Equity and Access
J. C. Kellam Building, Room 840
Email: gg18@txstate.edu | equityaccess@txstate.edu
Phone: 512.245.2539 | Fax: 512.245.7616
http://www.txstate.edu/oea/

Office of the Dean of Students
LBJ Student Center, Suite 5-9.1
Telephone: (512) 245-2124
Fax: (512) 245-8268
E-mail: dos@txstate.edu
http://www.dos.txstate.edu/

Student Health Center
Emergencies, call 911
Appointments: 512.245.2161
General Information: 512.245.2161, option 0
After-Hours Nurse Advice Line: 512.245.2161
Email: healthcenter@txstate.edu
Fall and Spring Hours:
Monday, Wednesday, Friday: 8 a.m.-5 p.m.
Tuesday, Thursday: 9 a.m.-6 p.m.
Summer Hours: May 14 - August 17
Monday, Wednesday, Friday: 8 a.m.-5 p.m.
Tuesday, Thursday: 9 a.m.-5 p.m.
http://www.healthcenter.txstate.edu/

Texas State Counseling Center
LBJ Student Center Room 5-4.1
601 University Drive; San Marcos, TX 78666
Phone: 512.245.2208 | Fax: 512.245.2234
Email: counselingcenter@txstate.edu
Hours: Monday-Friday, 8 a.m. - 5 p.m.
http://www.counseling.txstate.edu/

Central Texas Medical Center
1301 Wonder World Drive, San Marcos, TX 78666
Phone: 512.353.8979
http://www.ctmc.org/

Hays County Crime Stoppers
2300 S Interstate 35, San Marcos, Texas 78666
Phone: 512.353.8477
http://www.callcrimestoppers.com/

Attorney for Students
Attorney for Students Office LBJ 5-1.5
Hours: 8:00 a.m. to 5:00 p.m.
Monday through Friday by appointment only.
Telephone: 512.245.2370
Fax: 512.245.9053
Email: legalhelp@txstate.edu
http://attorney.dos.txstate.edu/

Texas State University Police Department
San Marcos Campus
Nueces Building
615 North L.B.J. Drive
San Marcos, Texas 78666
Phone: 512.245.8336
Dispatch Non-Emergency: 512.245.2805
Records: 512.245.2890
Round Rock Campus
1555 University Blvd
Avery Building Room 250
Round Rock, Texas 78665
Phone: 512.716.4911
Email: police@txstate.edu
http://www.police.txstate.edu/

Hays-Caldwell Women’s Center
P.O. Box 234
San Marcos, TX 78667-0234
Office Telephone: 512.396.3404
Office Fax: 512.353.2018
24-hour HELPline: 512.396.HELP (4357)
Out of the San Marcos-Lockhart-Kyle service area, call
1.800.700.HCWC (4292)
http://www.hcwc.org/

San Marcos Police Department
In an emergency, dial 9-1-1
For all non-emergency requests for service, dial
512.753.2108

Round Rock – Hope Alliance
1011 Gattis School Road #106
Round Rock, Texas 78664
Phone: 512.255.1212
24 Hour Crisis Hotline: 800.460.SAFE (7233)
http://www.hopealliancetx.org

Updated 08/06/2015