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
- 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 [http://gato-docs.its.txstate.edu/jcr:34b2382b-8c81-4793-a3fd-4098b82737e7//.pdf](http://gato-docs.its.txstate.edu/jcr:34b2382b-8c81-4793-a3fd-4098b82737e7//.pdf)

A reporting web line has been created to submit reports of sexual misconduct. To report an incident, please visit: [https://tim.txstate.edu/sexualmisconductwebline/](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 08/29/2016
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 164  
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 HELP line: 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

**LASSA (Legal Aid for Survivors of Sexual Assault)**
844.303.SAFE (7233) Free legal advice 7 days a week

Updated 08/29/2016