First Responder Protocol
Domestic Violence, Dating Violence, Stalking, and Sexual Assault*

* This protocol can be used in any situation involving interpersonal violence

Please refer to the Code of Student Conduct for the definitions of Domestic Violence, Dating Violence, Stalking, and Sexual Assault, and SUNY Affirmative Consent.

When there is a case of sexual assault, domestic/dating violence or stalking, first responders should assist with the following:

1. Move to a private, safe space

2. Discuss confidential vs. private resources BEFORE the reporting individual shares any further details with you. Most of us are private resources (check chart if unsure). If an individual is not comfortable filling a formal report yet or share details with you but would like to explore their options further, let them know you will listen to them and they can share as much or as little as they want with you.

   Flow chart (print and give to reporting individual):
   https://www.binghamton.edu/ivp/support/ivp_flowchart.pdf

   *If the reporting individual is sure they would like to report, the first responder should get minimal details from them to discuss options with the individual. Offer to make arrangements for the individual to have one meeting so they do not have to repeatedly discuss their traumatic experience with different departments. We DO NOT want to re-traumatize them. Ask if they would like OSC and UPD to be present at the same time to avoid multiple meetings.

3. Assess for immediate needs and physical well-being of the reporting individual. Please make sure the victim is informed about:
   a. Medical help for STI’s and other injuries. Reporting individuals may fill out a victim compensation claim form either online at https://vsp.ovs.ny.gov/vsp/index.html or with the help of CVAC (Crime Victims Assistance Center). By filling out these forms, victims can have their medical expenses covered by the Crime Victim Program. There is a confidential CVAS advocate who can meet with them in the hospital or through an appointment meeting somewhere else.
   b. A Sexual Assault Forensic Evidence (SAFE) kit can be done in local hospitals at no cost. Having the SAFE kit done does not mean that they have to press charges, but it will keep that option open and will preserve evidence. Getting a SAFE kit done ASAP is important, but it is completely up to the reporting individual and what they want.
   c. Ways to help as first responders:
      i. A first responder is a source of support and referral. Remember, the reporting individual may be reporting an old or a new incident; all options should be given no matter what the time frame of the incident
      ii. Listen, believe, and emotionally support
      iii. Respect the individual and do what you can to make them comfortable
      iv. Do not judge the individual or their lifestyle
      v. Respect the reporting individual’s choice(s)
4. Safety Planning
   a. Safety planning is important in helping reporting individuals and keeping them safe. On-Campus Safety Planning and Off-Campus Safety Planning forms are available on the IVP webpage. Here are the links: On-Campus Safety Planning: https://www.binghamton.edu/ivp/buoncampussafetyplan.pdf Off-Campus Safety Planning: https://www.binghamton.edu/ivp/buoffcampussafetyplan.pdf
   b. These forms can be used for dating/domestic violence victims, stalking victims and/or sexual assault victims.

5. Listen in a nonjudgmental, caring way
   a. You might be the first person that the reporting individual talks to about their experience. Listen to them, believe them and support them. Use sayings like:
      i. “I believe you”
      ii. “It’s not your fault and you didn’t do anything to deserve this”
      iii. “I am sorry this happened to you”
      iv. “I care about you and I am here to listen and support you”
   b. Please make sure that the reporting individual understands that their lifestyle will not be judged. SUNY has an Alcohol and/or Drug Use Amnesty Policy. More information can be found here: http://system.suny.edu/sexual-violence-prevention-workgroup/policies/drugs-amnesty/

6. Explore reporting individual’s options with them
   a. Medical (see 3a)
   b. Advocacy: The Interpersonal Violence Program Advocate at the Office of Dean of Students can be the reporting individual’s advocate to explore options further and help to coordinate accommodations for needs. Some of these accommodations include changes to classes, housing, no-contact order, contacting professors, and discussing emergency funding options.
   c. Reporting: *
      i. University Police Department (UPD)
         1. This may include a "no further action" report just to have it documented. Please mention the order of protection/restraining order options to them if applicable.
         2. UPD also has an anonymous reporting option: https://www.binghamton.edu/police/anonymous-tips.html
      ii. Office of Student Conduct (OSC)
         Please mention the no-contact order option to them if applicable.
      iii. Local Police
      iv. Title IX Coordinator
      v. Dean of Students

7. Report
   Please report to one of the following offices: Office of Dean of Students, University Police, Residential Life (if the reporting individual lives on campus), Office of Student Conduct, or the Title IX Coordinator (Dr. Andrew Baker, 607-777-2486, AD 217)
8. Self-Care
   It is not easy to listen to a sexual assault incident. Please take good care of yourself afterward. Please debrief with your supervisor, a case manager at the Dean of Students or a counselor at the University Counseling Center.

9. Check-in later
   You may choose to check in later with the reporting individual’s permission.