

Response to Sex/Gender-Based Harassment and Violence Disclosures: Guide for Employees as Mandatory Reporters

INTRODUCTION

If you are an employee (including student employees) and a student or colleague has disclosed that they have experienced sex discrimination or sex/gender-based harassment including sex/gender-based violence, dating or domestic violence, and stalking, your response can make a big difference. The Office of Gender Equity & Inclusion has created the Mandatory Reporting Guide in order to provide employees with information to aid you in navigating the process.

All university employees, except those specifically designated as confidential resources ([CAPS](#), [Health Services](#), [the Counseling Services at Blue Ash and Clermont Colleges](#), and [on-campus Women Helping Women Advocates](#)), must report to the Title IX Coordinator any incidents of possible sexual harassment, sex discrimination, or retaliation on campus of which they are aware. Reports must be made within 24 hours to the Title IX Coordinator. University employees who are responsible for reporting possible sex discrimination, sexual harassment, and retaliation include all faculty, administrators, staff, resident coordinators, resident advisors and peer educators.

Employees are uniquely positioned to assist students experiencing sexual harassment, sex/gender-based violence, dating or domestic violence, or stalking because you often see the warning signs - absence from class, decreased productivity, lower grades, social withdrawal - before others.

In responding to disclosures, here are some steps that you can take, though not necessarily in this order.

Care

Care for the student or colleague

- ▷ Confirm the person's safety. Call 911 or UCPD if there is an emergency.
- ▷ Listen without judgement and offer support.
- ▷ Allow the person to determine what they need-do not impose or take control.
- ▷ Encourage the person to preserve evidence

Connect

Connect the person with resources

- ▷ Connect the person with appropriate resources listed in this guide.
- ▷ Review reporting options with the person (both right to file with law enforcement and the right to file a complaint with UC).

Contact

Contact the Title IX Coordinator

- ▷ Explain your mandatory reporting obligation to the person.
- ▷ Office of Gender Equity & Inclusion
(513) 556-3349
3115 Edwards 1
titleix@uc.edu
M-F 8am-5pm
www.uc.edu/titleix

YOUR ROLE IN PREVENTION

You are a visible and respected member of the campus community and play an important role in preventing and responding to sex/gender-based discrimination and harassment.

- ▷ Model respectful behavior
- ▷ Speak up. Intervene if you see inappropriate behavior or hear students or colleagues making inappropriate comments or jokes
- ▷ Invite a staff member from the Office of Gender Equity & Inclusion to your department, office or class to talk about Title IX.
- ▷ Include language about Title IX and resources in your syllabus
 - ▷ Faculty Senate Approved Language at www.uc.edu/titleix/employee-responsibilities

RESOURCES

On-Campus Resources

Confidential Resources:

Counseling & Psychological Services (CAPS)

(513) 556-0648 - 24 hours | 225 Calhoun St, Suite 200 | Cincinnati, OH 45219

- ▶ Provides confidential crisis intervention, support groups and ongoing individual counseling.
- ▶ ARISE Program - free confidential mental health services to survivors of interpersonal, gender-based, or sexual violence.

Counseling Services at UC Blue Ash

(513) 745-5670 | 140 Muntz Hall

- ▶ Provides free and confidential counseling, consultation, mental health, and educational services to UC Blue Ash students.

Compass Counseling Services at UC Clermont

(513) 732-5263 | Student Services, Room 201

- ▶ Provides free and confidential counseling, consultation, mental health, and educational services to UC Clermont students.

Women Helping Women On-Campus Advocates

(513) 556-4418 | 559 Steger Student Life Center (9am-5pm M-F)

*For after-hours support call the Women Helping Women 24/7 helpline at (513) 381-5610

- ▶ Provides direct crisis intervention services, advocacy, accompaniment, and support.
- ▶ Serves all students, faculty and staff, including all on satellite campuses, regardless of gender identity or expression.

Employee Assistance Plan (EAP) - Impact Solutions

(800) 227-6007 - 24 hours

- ▶ Available to benefit-eligible employees and their family members/dependents for confidential professional support.

University Health Services (UHS)

(513) 556-2564

- ▶ Provides professional, confidential mental health services for UC students.

Non-Confidential Resources:

Office of Gender Equity & Inclusion

(513) 556-3349

- ▶ Provides support through interim measures which may include, but are not limited to, academic support, access to counseling services, and changes in academic or living situations where appropriate.

Crime Victim Services Coordinator

(513) 556-4905

- ▶ Provides free support and advocacy service, including accompaniment and/or assistance in navigating any reporting, Title IX, student conduct or police processes.

UC Police & Public Safety

Clifton: Edwards 3, (513) 556-1111 or 911

Blue Ash: Muntz 134, (513) 745-5707

Clermont: Snyder S-170, (513) 732-5200

Off-Campus Resources

Women Helping Women

(513) 381-5610- 24 hours | 215 E. 9th St., 7th

- ▶ Non-university, community-based, free and confidential support, accompaniment, and advocacy. Also provides support groups and hospital, court, and police accompaniment.

UC Medical Center Sexual Assault Nurse Examiner Program (SANE)

(513) 584-1000- 24 hours | 234 Goodman St. | Cincinnati, OH 45219

- ▶ Provides medical attention to sexual assault survivors.

BRAVO-Buckeye Region Anti-Violence Organization

1 (800) 866-86BRAVO | Cincinnati: (513) 453-4001

- ▶ Non-university. For members of the Lesbian, Gay, Bisexual, and Transgender communities. Provides survivor advocacy and assistance regarding hate crimes, discrimination, domestic violence, and sexual assault.

FAQs

Q

Who is a Mandatory Reporter?

A

UC's Title IX Grievance Procedure for Students and Third Parties says, in part:

"All university employees, except those specifically designated as confidential resources (CAPS, Health Services, etc.), must report to the Title IX Coordinator any incidents of possible sexual harassment, sex discrimination, or retaliation on campus of which they are aware. Reports must be made within 24 hours using the online reporting form or to the Title IX Coordinator or a Deputy. University employees who are responsible for reporting possible sex discrimination, sexual harassment, and retaliation include all faculty, administrators, staff, residence coordinators, and residence advisors."

Each college or administrative office may have other individuals, such as volunteer professors, interns, emeriti faculty, etc. who are not paid by the University but may have positions of leadership, supervision, or sustained contact with students and other community members. Those individuals should be trained to report as well, because they are just as likely as employees to be individuals that someone needing help could reasonably believe would be able to help them.

Q

Why are employees required to report?

A

Our primary goal is to make sure that anyone who experiences sex or gender-based discrimination, including harassment or violence, has what they need to be safe and to continue to be successful here at UC.

Making a report to the Title IX Coordinator means the parties involved will receive information about their rights, campus and community-based resources, and be informed about options, including medical care, criminal prosecution, university investigation, and support resources, such as free counseling. The person is not required to talk to the Title IX Coordinator, and typically the University will not proceed with a formal investigation process if the reporting person does not want to go forward.*

Q

How do I tell someone that I am a mandatory reporter?

A

Here are some suggested responses based on possible scenarios.

"It is courageous of you to talk about this, and I respect your reaching out for help. You should know that I must report any sexual violence to our Title IX Coordinator. But, I can point you to a confidential resource if you'd like."

"I am sorry to interrupt you, but I want to let you know that there are a number of situations where I am required to report what you tell me to the Title IX Coordinator. I am happy to talk with you, but if you'd like to first explore options with a confidential resource here is a list of numbers you can call."

"I'm glad you want to talk to me about a concern and that you feel comfortable speaking with me about something that I can see may be difficult to talk about. I want to make sure you understand my role here. I will do everything I can to protect your privacy but depending on what you tell me I may need to inform another administrator at the University."

"I am happy to talk to you more about your concerns, however if you would like to talk with someone on campus who can assure you a higher level of confidentiality, I can immediately connect you with a confidential resource."

"I am glad you shared this with me. You stated that you would like to make a report to the Title IX Coordinator. I am happy to assist you in getting connected to their office. I've worked with (insert name) in the Office of Gender Equity & Inclusion and they are a great resource for discussing next steps."

Q

What if the person tells me that they or someone else remains in danger or needs immediate assistance?

A

If there is an emergency or a serious and continuing threat to anyone, call 911.

*except in cases in which there is [imminent] threat of harm to anyone in our community.

FAQs Continued

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What if the person does not want to make a report?

A

That is okay. There are many reasons a person would not want to involve the campus or law enforcement. Even though as a mandatory reporter you must tell the Title IX Coordinator what you learned about the incident, individuals have the right not to make a report. Your job is not to convince that person to do otherwise. Let them know that you are still required to make a report. Make it clear to them that they can make a report at a later date.

"I understand your position. As I mentioned before, I have to report what you have told me so far. It is your choice not to make any direct reports. If you change your mind in the future, you can file a Title IX complaint or a police report."

Q

Are there things I can do or say that would help me respond in a more trauma-informed manner?

A

Be present. Don't overwhelm someone with information. Instead, let the person take the lead while talking. Remember the information being shared is very personal and traumatic. Remind them that the incident is not their fault. Try to avoid questions that sound like you are questioning their actions (blame) or being directive about what they should do. Some statements that you can include in your conversation are:

"I am sorry this happened to you."

"How can I help?"

"Do you feel safe leaving here today?"

"I am glad you shared this with me."

"Thank you for telling me."

Q

Why should I fulfill my obligations as a mandatory reporter?

A

First and foremost, as a mandatory reporter, you help ensure the safety and well-being of the complainant. By fulfilling your obligation, individuals who have experienced gender-based harassment or violence are informed of their reporting options to campus and criminal justice authorities and are connected to a variety of services and resources to assist in their health and recovery from the trauma. Second, it is our collective responsibility to take steps to ensure that students, employees and third parties are not subject to a hostile environment in university programs and activities. Third, as an employee of the University of Cincinnati, it is required under policy.

Q

What happens after I make a report?

A

The Title IX Coordinator will reach out to the complainant and discuss rights, options, and resources in more detail. The Title IX Coordinator in the Office of Gender Equity & Inclusion is able to provide concrete answers to the myriad of questions someone may have and outline campus procedures in detail. Your role is to let the person know that someone will be following up with them.

Q

The student told me that they are struggling in their classes, what resource is available for them?

A

Interim measures are available upon receipt of a report, as appropriate. Available interim measures can include academic support and exploring options to address academic concerns, such as transferring class sections, taking an incomplete for a class or assistance with withdrawing. For more information on interim measures, please visit our website at www.uc.edu/titleix