

## **Responding to Student Disclosures of Sexual Misconduct**

Sexual Assault- Rape, Sexual Assault- Fondling, Dating or Domestic Violence, Stalking, Sexual Harassment, and or Sexual Exploitation

1. Assess the need for medical or other emergency needs. Call 911 in case of Emergency.
2. Relay to each person you meet with that all employees of the University are required to report any information about sexual misconduct to the University.
3. If the person does not want to share any information, provide the Titans Care Packet and relay that they may complete the Title IX Reporting Form on their own or come back to you when they are ready.
4. If the person is ready and wishes to report to you, please relay and or ask the following:
  - a. Indicate that it is best to limit the number of personnel involved in the disclosure and do not make the victim/survivor keep re-telling the details.
  - b. Ask them if they would like assistance with filling out the Title IX Reporting Form
  - c. If they would prefer that you complete the report, please ask for the names of the persons involved, brief description of what happened, where it occurred, and when it occurred. People in trauma do not recall information in a linear manner. Take the information that is provided but do not press for additional information or clarification.
  - d. Indicate that the Title IX Reporting Form does not go to law enforcement.
  - e. Advise that when the report is submitted, the impacted person should expect outreach from the Title IX Coordinator/Title IX Deputy to discuss reporting options, resources, supportive measures, and rights.
  - f. Indicate that they have the right to also report to law enforcement. Encourage them to keep any evidence of the incident like text messages, social media posts, photos, bedding, clothing, etc. even if they do not want to report to law enforcement right now.
5. Ask if they would like assistance with making connections to UWO Counseling or UWO Health Center – Confidential Resources on Campus.

**Finally, it is important to know that,** making a report to the Title IX does NOT trigger an investigation. All parties have the right to participate or not participate in the process. On rare occasions when there is an ongoing threat either to an individual or the greater campus community, the Title IX Coordinator may be required by law to initiate the formal investigation process.