



WHAT TO DO WHEN A STUDENT REPORTS SEXUAL HARASSMENT, SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, AND/OR STALKING.

Let's be clear, UCF is committed to protecting community safety and supporting survivors of sexual harassment, sexual assault, relationship violence or stalking. The following is a guide to help you, as an employee, understand your reporting responsibilities, where to make reports of this nature, what happens after a report is made, confidential and non-confidential resources available at UCF, and what to do during and after a disclosure.

KNOW YOUR REPORTING RESPONSIBILITIES

Under UCF's *Policy 2-004.1 Prohibition of Discrimination, Harassment, and Related Interpersonal Violence*, all **responsible employees** who witness or receive a disclosure of sex-based discrimination, sexual harassment, sexual assault, relationship violence or stalking from a student must immediately report such observation or disclosure to the Title IX Coordinator located in the Office of Institutional Equity ("Title IX Report"). **Responsible employees** at UCF are all employees (including full-time and part-time faculty, Direct Support Organization employees, A&P, USPS, and post-doctoral employees, resident assistants, graduate students with classroom responsibilities, professional research assistants, and OPS non-student employees) who are not **confidential employees**. **Confidential employees** at UCF are those employees entitled under state law to have privileged communications. Examples of **confidential employees** at UCF include personnel in Student Health Services, Counseling and Psychological Services (CAPS), Ombuds Office, Victim Services and Student Legal Services. Any disclosure made within a privileged communication with one of these employees does not require a report to the Title IX Coordinator.

KNOW WHERE TO MAKE TITLE IX REPORTS

All Title IX Reports must be filed with the Title IX Coordinator, Matt Ricke, in the Office of Institutional Equity. Mr. Ricke can be contacted for questions and advise at:

Office of Institutional Equity
Barabara Ying CMMS
12701 Scholarship Drive, Suite 101
Orlando, FL 32816
(407) 823-1336
Matt.Ricke@ucf.edu

The best way to report a disclosure of sexual harassment, sexual assault, relationship violence or stalking is to submit the report online. Reporting online ensures that the Title IX Coordinator will receive the information in a prompt fashion and also provides the reporter with an acknowledgment of receipt of that report. To submit a report online, please visit:

LetsBeClear.ucf.edu

click the **FILE A REPORT** tab

WHAT HAPPENS AFTER THE REPORT IS MADE

After a report is made, personnel within the Office of Institutional Equity and/or other appropriate University offices will assist the disclosing student with any immediate concerns, such as safety, housing or classroom arrangements; will connect the student to on and off-campus resources; and will discuss the available investigatory options. In the event that an investigation is initiated, university personnel will provide the same assistance and support to the students who are accused of engaging in this misconduct. For a full overview of the university's process, visit LetsBeClear.ucf.edu

KNOW THE RESOURCES AT UCF

There are both confidential and non-confidential resources here at UCF to support students during these traumatic and stressful times. Being familiar with these support services and guiding students to these resources is both helpful to the student and encouraged by the university.

Confidential Resources

UCF Victim Services - Provides confidential advocacy and support.

- Office Number (407) 823-2425 (during regular business hours)
- 24/7 Hotline Help (407) 823-1200
- 24/7 Help via Text (407) 823-6868
- For more information visit their website: <http://victimservices.ucf.edu/>

Counseling and Psychological Services (CAPS) - Provides free comprehensive psychological services, including individual and group therapy, to students.

- 24/7 Help Call (407) 823-2811
- For more information visit their website: <http://caps.sdes.ucf.edu/>

Student Health Services (SHS) - Provides a variety of primary and specialty health services including STI screenings for students. Does not provide sexual assault kit examinations but will ensure that the student is connected to the servicing agency which provides that resource.

- Main Number (407) 823-2701
- For more information visit their website <http://shs.sdes.ucf.edu/>

Ombuds Office - Provides an informal, independent, confidential, neutral office that offers assistance and impartial advice regarding concerns related to the university.

- Office Number (407) 823-6440 (during regular business hours)
- For more information visit their website: <http://www.ombuds.ucf.edu/>

Non-Confidential Services

Student Care Services (SCS)– Provides assistance in accessing on-campus and off-campus resources for needs including academic, financial or personal distress, and medical concerns. SCS will help develop a follow-up care plan with the student to assist in achieving academic success.

- Office Number (407) 823-5607 (during regular business hours)
- For more information visit their website: <http://scs.sdes.ucf.edu/>

For more information on these services and for a full list of local, regional and national resources, please visit LetsBeClear@ucf.edu.

KNOW WHAT TO DO DURING AND AFTER A DISCLOSURE

As set forth above, responsible employees must report disclosures by students. The following is a helpful guide for responsible employees on how to effectively and appropriately handle disclosures of sex-based discrimination, sexual harassment, sexual assault, relationship violence and stalking by a student.

What to Do

- Listen without judgment and offer your support.
 - Example of an appropriate response: "I'm sorry this happened. I appreciated your telling me and would like to help. Is there anything I can do that would be most helpful to you right now?"
- Inform the student early in your conversation that while your discussion will be private, **it will not be confidential**, given your status as a responsible employee.
 - Example of appropriate responses:
 - Before a disclosure: "I feel like you may be going to tell me about an incident that I have a duty to then disclose to our Title IX Coordinator. I want you to understand that, while I am ready to hear what you have to say, there are confidential sources on campus that can give you information about reporting and help guide you through what reporting options are best for you." Then offer to call Victim Services and/or Counseling and Psychological Services for the student.
 - After a disclosure: "I want you to know that UCF takes these matters very seriously and after our conversation, I have a duty to report your disclosure to the Title IX Coordinator. A staff member in that office will then reach out to you to explain your rights, reporting options and the resources that are available for you here on campus. While I have a duty to report this disclosure, you will be able to make a decision whether you want to work with that office or not in this matter."
- Connect the student to resources right away.
 - Example of an appropriate response: "There are a number of resources on campus and off campus that can provide you with help, information, and support. Would you mind if I called a Victim Advocate to come over to meet with you and talk about the help available?" Then call (407) 823-1200 and ask for a Victim Advocate to come out for assistance.
- **Report the information to the Title IX Coordinator.**
 - Example of an appropriate response: "I know this was hard for you to share with me. I am now going to make a report to the Title IX Coordinator. Do you want to be present while I do this? Shortly after I make this report, personnel from that office will reach out to you and offer assistance and options." Then make a report online at LetsBeClear@ucf.edu
- Be aware of your own needs during this process. Having a student disclose incidents of sexual violence and relationship violence can be very stressful. Please know that there is support for you too. The Employee Assistance Program (EAP) offers confidential help and support to UCF employees. You can contact the EAP at: [Employee Assistance Program \(887\) 240-6863 https://hr.ucf.edu/current-employees/employee-assistance-programs/](https://hr.ucf.edu/current-employees/employee-assistance-programs/)

What NOT to do

- **Do NOT** promise confidentiality. You are not able to keep information confidential, and you should never promise confidentiality. You should instead offer privacy and discretion.
- **Do NOT** tell the student that because they asked you not to tell anyone or report the incident to the institution, you will not. As a responsible employee, you are obligated to report the incident to the Title IX Coordinator.
- **Do NOT** offer or attempt to investigate the information shared with you or mediate the situation between the people involved in the incident.