

# What to Do When a Student Reports Sexual Assault, Intimate Partner Violence, and/or Stalking

The University is committed to protecting community safety and supporting victims and survivors of sexual assault, intimate partner violence and stalking. Under UConn’s **Policy Against Discrimination, Harassment, and Related Interpersonal Violence**, all employees who witness or receive a disclosure of sexual violence, relationship violence or stalking involving students must immediately report to the **Office of Institutional Equity (OIE)**. This allows the University to offer a range of resources and options to impacted students. Employees who are empowered by law to maintain confidentiality within **Student Health Services** and **Counseling and Mental Health Services** are exempted from reporting. Exceptions also exist for disclosures made during public speak-out events and in connection with course assignments submitted to instructors.

## ▶ DEFINITIONS

### Responsible Employee

Any employee who is not a confidential employee. Responsible Employees are required to immediately report to OIE all relevant details (obtained directly or indirectly) about an incident of sexual assault, intimate partner violence, and/or stalking that involve a UConn student. Reporting is required when the Responsible Employee knows or should have known of such incident.

### Confidential Employee

Any employee who is entitled under state law to have privileged communications. Student Health Services and Counseling and Mental Health Services fall within that exemption.

### Campus Security Authority (CSA)

Faculty and staff members who have the responsibility to report any incident of sexual violence, hate crimes, and other serious offenses to the UConn Police Department.

- CSAs generally include individuals with significant responsibility for campus security or student and campus activities.
- To report an incident call 860.486.4800 or to learn more about whether you are a CSA, visit [clery.uconn.edu](http://clery.uconn.edu) or call the Clery Compliance office at 860.486.5610.

## What to do

- Listen without judgment and offer your support. *“I’m sorry that 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 conversation will be **private**, it will not be **confidential**, given your status as a Responsible Employee. The University takes these matters very seriously and after your conversation, you will be calling an office that can help, the **Office of Institutional Equity (OIE)**. If you are a **Campus Security Authority (CSA)**, you also will be calling **UConn Police**. The person disclosing will have choices after that about whether to talk with OIE or Police or engage with any other offices — that will be their decision.
- Address any **medical concerns**. Inform the student of the importance of **preserving evidence**. A student does not need to make a report or press charges to receive medical care.
- Strongly encourage the student to report directly to both **police** and **OIE** themselves.
- Connect the student to **resources** (see reverse), including [titleix.uconn.edu](http://titleix.uconn.edu). *“There are a number of places on and off campus that can provide you with help, information and support. Detailed information is contained online at [titleix.uconn.edu](http://titleix.uconn.edu). Available resources include counseling, or discussing the need for adjustments to course, work or living situations.”*
- **Report the information to OIE.** *“I know this was hard to share with me. I am now going to make a report to the Office of Institutional Equity, an office that can help. I can make the call or you can, while I sit with you. The University will reach out to you to offer assistance and options.”*

## 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 OIE.
- **Do NOT** offer or attempt to investigate the information shared with you or mediate the situation between the people involved.

## Offices to Contact

Contact OIE at **860.486.2943** as soon as possible to make a report (within 24 hours of receiving a disclosure).

**Call 911 immediately if you witness a criminal event or you believe there is an immediate threat to the campus community or the safety of any person.**

In addition, bear in mind that employees who are **Campus Security Authorities (CSAs)** also have a duty to report crimes to the UConn Police Department in addition to reporting to OIE. Please visit [clery.uconn.edu](http://clery.uconn.edu) for more information.

## What Happens Next?

OIE, **Community Standards** and/or other appropriate University offices will assist the student with any immediate concerns, such as safety and housing or classroom arrangements, connect the student to on and off-campus resources, and determine the appropriate investigatory action in response to the report.

## Reporting Sexual Harassment

All university community members are strongly encouraged to report all incidents of sexual harassment to **OIE**. Deans, Directors, Department Heads and Supervisors **MUST** report incidents of sexual harassment involving employees to **OIE**.

Sexual harassment is any unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also may include inappropriate touching, suggestive comments and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any academic purpose. All forms of sexual and sex-based harassment and discrimination are considered serious offenses by the University. For additional information, please see [titleix.uconn.edu](http://titleix.uconn.edu) or call OIE at 860-486-2943.

## CONFIDENTIAL Support Resources (Waterbury Campus)

### Waterbury Mental Health Resources

Case Manager: Claudia Pina, LCSW, LADC  
Waterbury Campus, 2nd Floor, Room 236  
[Claudia.Pina@uconn.edu](mailto:Claudia.Pina@uconn.edu)  
203.236.9817

## Campus Support Resources (Waterbury Campus)

### Office of Student Services

Kelly Bartlett, Associate Director  
Student Services Suite, 2nd Floor, Room 228F  
[Kelly.Bartlett@uconn.edu](mailto:Kelly.Bartlett@uconn.edu)  
203.236.9871

## Confidential Advocacy (Off-Campus)

### Connecticut Alliance to End Sexual Violence

Statewide Hotline: **1.888.999.5545** (24/7)  
Spanish Hotline: **1.888.568.8332** (24/7)

### Connecticut Coalition Against Domestic Violence

Statewide Hotline: **1.888.774.2900** (24/7)  
Spanish Hotline: **1.844.831.9200** (24/7)

Additional information and resources can be found online at: [titleix.uconn.edu](http://titleix.uconn.edu)