As members of the UConn community, each one of us is responsible for maintaining a safe, respectful, and non-discriminatory learning, living, and working environment. In carrying out their reporting responsibilities, Responsible Employees play an important role in upholding these values.

What constitutes a Disclosure?
In this context, Disclosure is when a Student shares information about Sexual Assault (SA), Intimate Partner Violence (IPV), and/or Stalking (S), regardless of whether the incident or experience happened recently, previously, or is ongoing.

Am I a Responsible Employee?
The vast majority of UConn Employees—including but not limited to: Faculty, Staff, Graduate Assistants, and Undergraduate Resident Assistants—are designated Responsible Employees. Exceptions are limited to: Confidential Employees (i.e. medical care and mental health providers) and Exempt Employees (i.e. cultural center staff, professional staff in the Office for Diversity and Inclusion, and Ombuds).

What is required of Responsible Employees?
Responsible Employees are required to share all known details of a disclosure with the Office of Institutional Equity (OIE) upon receipt, as per the steps below. While the few exceptions to this requirement include disclosures at: public awareness events; during a Student’s participation as a subject in IRB research; or as part of coursework submitted to an instructor, all University employees are urged to exercise sound judgment in directing students to support services.

Why have I been designated a Responsible Employee?
The University has designated Responsible Employees to serve in positions whereby they ensure that impacted Students receive timely and accurate information about support resources and reporting options, should they wish to pursue those avenues. Responsible Employee reporting helps inform the University of the incidents effecting our students on and off campus so the University can track patterns, respond to trends, and formulate appropriate campus-wide responses with the goal of making the campus a more safe, equitable, and inclusive environment.

Response Steps and Tips

**STEP 1: CARE 🧡**
- Practice empathetic listening
- Let the Student disclosing set the pace and tone of the conversation
- Withhold judgment
- Avoid questions or statements that imply fault or blame

**STEP 2: INFORM 📹**
- Remind the Student of your reporting responsibilities at an appropriate time
- Explain the purpose of your reporting responsibility
- Inform the Student that they may receive outreach from a University administrator regarding resources and reporting options, and it is their choice to respond

**STEP 3: CONTACT 📞**
- Promptly notify OIE
  - Email: equity@uconn.edu
  - Online form: https://equity.uconn.edu/reporting-form/
  - Phone: 860-486-2943
- Be prepared to share all details known to you, including:
  - names
  - dates
  - location

What to Consider Saying
- “Thank you for sharing this with me.”
- “I'm sorry you are going through such a difficult time.”
- “I care about you and your experience.”
- “How can I best support you?”
- “Are you feeling emotionally and physically safe?”
- “I have a responsibility to notify OIE. This information sharing is meant to ensure that you will receive the appropriate level of assistance, support, and/or University resources, should you wish” (i.e. the purpose of your reporting responsibility)

What to Avoid Saying
- Commands or questions that demand or pry for more information than the Student readily reveals (e.g. “Tell me every detail from beginning to end.”)
- Questions or statements that imply fault (e.g. “Why/how did you let this happen?”)
- Questions that invalidate the Student’s experience (e.g. “Are you sure you’re remembering everything correctly?”)
- Statements that promise outcomes that are outside of your control (e.g. “There’s no way he/she/they won't get expelled.”)
- Directive statements that include the word ‘should’ (e.g. “You should tell your parents” or “You should definitely report to the police.”)

What Happens Next
Following receipt of a report, the student will be offered supportive measures (e.g. housing and classroom modifications) and connected with support resources. It is the student’s choice to respond or engage with those resources. OIE and/or the Office of Community Standards will determine the appropriate investigatory action based on the wishes of the student, level of detail provided, and if there is any risk to individual or community safety. Students do not need to pursue an investigation to receive supportive measures from the University.
Counseling, Support, and Advocacy

Waterbury Mental Health Resource Center
99 East Main Street, Room 236
203.236.9817
- Facilitates implementation of supportive measures, including modifications to class schedules, rescheduling exams, housing reassignment, on-campus work schedules, leaves of absence, and more.
- Explain the available resources, provide safety planning, outline University investigation processes and provide accompaniment during reporting and investigation meetings.
- M-F 8:30am-4:30pm by appointment
- Case manager: Claudia Pina
  - Email: claudia.pina@uconn.edu

Office of Student Services
Director – Kelly Bartlett
99 East Main Street, Waterbury
Phone: 203.236.9871 | Fax: 203.236.9906
kelly.bartlett@uconn.edu
- Culturally-responsive care
- Support students in resolving education, personal, and other barriers toward successful completion of their academic goals
- Connect students with appropriate campus and community resources
- Women's Center offers:
  - Short-term crisis intervention, which includes safety planning, and accompaniment during reporting and investigation meetings
  - Information regarding next steps following an incident, including through the University, with the police, and/or medical assistance
  - A student-led, gender inclusive In Power Support Group for victim-survivors at any point in their healing process
  - Contact in-power@uconn.edu for meeting times

Cultural Centers (CC) and Office for Diversity and Inclusion (ODI)
Student Union, 4th Floor, Storrs Campus
African American CC
860.486.3433 | aacc@uconn.edu
Asian American CC
860.486.0830 | aasacc@uconn.edu
Puerto Rican/Latin American CC
860.486.1135 | prlacc@uconn.edu
Rainbow Center
860.486.5821 | rainbowcenter@uconn.edu
Women's Center
860.486.4738 | womenscenter@uconn.edu
311 Budds Building, 3rd Floor, Storrs
Office of Diversity and Inclusion
860.486.2422 | diversity@uconn.edu
- Connect students with appropriate campus and community resources
- Women's Center offers:
  - Short-term crisis intervention, which includes safety planning, and accompaniment during reporting and investigation meetings
  - Information regarding next steps following an incident, including through the University, with the police, and/or medical assistance
  - A student-led, gender inclusive In Power Support Group for victim-survivors at any point in their healing process
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Connecticut Alliance to End Sexual Violence
Statewide Hotline: 1.888.999.5545
Spanish Hotline: 1.888.568.8332
- Offers emergency crisis intervention, counseling, advocacy, and court based services, and financial assistance to victims of sexual and domestic violence

Safe Haven of Waterbury
29 Central Avenue, Waterbury
Local Hotline: 203.753.2613
Office: 203.575.0388 | safehavenwv.org
- Offers emergency crisis intervention, counseling, advocacy, court based services, and financial assistance to victims of sexual and domestic violence

Connecticut Coalition Against Domestic Violence (CCADV)
Statewide Hotline: 1.888.774.2900
safeconnecticut@ctccadv.org
- Crisis counseling to victim-survivors of dating, intimate-partner, and domestic violence

Reporting and Safety

UConn Police Department (UCPD), State, or Local Police
UConn Campus Building, Ground Floor, East Main Street, Waterbury
860.486.4800 or 911
publicsafety.uconn.edu
- Report an incident with or without filing charges
- Manages all criminal investigations for on-campus crimes
  - Officer from the Special Victims Unit is assigned as the primary contact for the victim-survivor throughout the investigation
- Safety-related supportive measures (e.g. increased security, monitoring certain areas of campus)
- For off-campus criminal matters, state or local police have jurisdiction based on the location where the incident(s) occurred. If you are unsure where to begin or whom to call, UCPD can assist you

Office of Community Standards
Wilbur Cross Building, Room 301, Storrs
860.486.8402 | community@uconn.edu
- Addresses potential violations of The Student Code
- Investigates matters where the Respondent is a student
- Implements University no contact orders

Office of Institutional Equity (OIE) and the Title IX Coordinator
Wood Hall, 1st Floor, Storrs
860.486.2843 | equity@uconn.edu
- Administers The Policy Against Discrimination, Harassment, and Related Interpersonal Violence
- Manages investigations where the Respondent is an employee
- Liaises with appropriate offices regarding implementation of supportive measures

For more information, please visit www.titleix.uconn.edu or contact the Office of Institutional Equity (OIE)