

## DEFINING RESPONSIBLE EMPLOYEES

Any University employee who is **not a confidential resource** and who receives, **in the course of employment**, information that prohibited conduct or retaliation has occurred, shall promptly notify the Title IX Office (OPHD). This includes:

- ◆ UC Police Department
- ◆ Human Resources Administrators
- ◆ Academic Personnel
- ◆ Title IX Professionals
- ◆ Managers and Supervisors, including Deans, Department Chairs and Directors of Organized Research Units
- ◆ Resident Advisors
- ◆ Faculty Members
- ◆ Graduate Teaching Assistants
- ◆ All other student employees, when disclosures are made to any of them in their capacities as employees.

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*If you are a Responsible Employee and, in the course of your work, become aware of sexual harassment, sexual assault, dating violence, domestic violence, stalking or other prohibited behavior committed by or against a student, you **MUST** promptly report the incident to OPHD.*



## FREQUENTLY ASKED QUESTIONS

**Q: What do I do if someone starts to disclose something that may be related to sexual violence, sexual harassment or other prohibited behavior?**

**A:** Before any details are disclosed, tell them that you are a Responsible Employee and any information shared with you will be reported. Offer them information on confidential resources (listed within) if they do not wish to report.

**Q: Are nonsupervisory staff considered Responsible Employees?**

**A:** Nonsupervisory staff members, unless otherwise indicated as confidential resources, are Responsible Employees and are required to report any disclosures of sexual violence, sexual harassment or other prohibited behavior involving students.

**Q: If I hear about an incident that happened a few years ago, do I still have to report it?**

**A:** All incidents should be reported even if significant time has elapsed. Prompt reporting will better enable the University to respond, investigate and provide an appropriate remedy, including discipline, if necessary.

**Q: Where can I find UC's Policy on Sexual Violence and Sexual Harassment?**

**A:** You can find the policy at [policy.ucop.edu/doc/4000385/SVSH](http://policy.ucop.edu/doc/4000385/SVSH) or on OPHD's website, under the Policies and Procedures tab.

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## RESPONSIBLE EMPLOYEES

## TITLE IX REPORTING OPTIONS

The Office for the Prevention of Harassment & Discrimination (OPHD) is the official campus reporting location for UC San Diego. **A report of sexual violence or sexual harassment to OPHD or to any Responsible Employee places the University on notice and initiates a University response.**

Reports of sexual violence to local law enforcement must be made separately if criminal investigation or prosecution is desired.

Any person may make a report, including anonymously. Although there is no time limit for reporting, reports should be made as soon as possible. Even if significant time has passed, all incidents should be reported. Prompt reporting will better enable the University to respond, investigate and provide an appropriate remedy, including discipline, if necessary.

OPHD will determine whether the report alleges an act of sexual violence or sexual harassment as defined in the UC Policy on Sexual Violence and Sexual Harassment.

## FOR FACULTY & SUPERVISORS

If someone discloses an incident of sexual violence, sexual harassment or other prohibited behavior to you, **you must report the incident to OPHD.** Be advised:

1. You must report the names of people and facts involved in the alleged incident.
2. The complaining party may request that the University maintain their confidentiality. The University will respect requests for confidentiality whenever possible.
3. There are confidential resources available.

## FOR STUDENT EMPLOYEES

If a student discloses an incident of sexual violence, sexual harassment or other prohibited behavior to you **while you are in your capacity as a UC San Diego employee**, you must notify OPHD. If you cannot determine whether the disclosure happened under your role as a student employee, please consult OPHD.

## REPORTING RESOURCES

- ◆ **Office for the Prevention of Harassment & Discrimination (OPHD)** is the Title IX office at UC San Diego. OPHD is responsible for receiving and conducting the administrative investigation of all reports of sexual violence, sexual harassment, discrimination and retaliation regarding faculty, students and staff. OPHD staff are available to discuss options, provide assistance, explain University policies and procedures, and provide education on relevant issues.  
(858) 534-8298 [ophd.ucsd.edu](http://ophd.ucsd.edu)
- ◆ **UC San Diego Police Department** is dedicated to providing the highest quality police service to students, faculty, staff, and visitors. Its primary mission is protecting lives and property. The primary jurisdiction is the University campus and one mile surrounding the campus.  
(858) 534-HELP (4357) [police.ucsd.edu](http://police.ucsd.edu)
- ◆ **San Diego Police Department** has numerous neighborhood divisions located throughout San Diego. It is dedicated to maintaining peace and order throughout the city.  
(619) 531-2000 [sandiego.gov/police](http://sandiego.gov/police)  
(858) 458-3154  
**If you have an emergency, call 9-1-1.**
- ◆ **Report Bias** is an online form, which can be used to report incidents of sexual violence, sexual harassment and other prohibited behavior. Reports may be made anonymously, though this can make follow-up more difficult or unsuccessful.  
[reportbias.ucsd.edu](http://reportbias.ucsd.edu)

## REQUESTS FOR CONFIDENTIALITY

If a student requests to speak to you confidentially, you should tell the person that you cannot keep reports of sexual violence or sexual harassment confidential, and must report them to the Title IX Officer, who will consider requests for confidentiality. You should tell the person that there are confidential resources that are available to them.

## CONFIDENTIAL RESOURCES

### On Campus

- ◆ **CARE at the Sexual Assault Resource Center (CARE at SARC)** offers free and confidential counseling and advocacy services for students, staff and faculty impacted by sexual assault, dating violence, domestic violence and stalking.  
(858) 534-5793 [sarc.ucsd.edu](http://sarc.ucsd.edu)
- ◆ **Office of the Ombuds** provides confidential, neutral and informal dispute resolution services for faculty, staff, students, non-Senate academics, postdoctoral trainees and employees of UC San Diego Health.  
(858) 534-0777 [ombuds.ucsd.edu](http://ombuds.ucsd.edu)
- ◆ **Counseling and Psychological Services (CAPS)** offers free and confidential counseling services, as well as referrals, to current students by appointment and on an urgent basis.  
(858) 534-3755 [caps.ucsd.edu](http://caps.ucsd.edu)
- ◆ **Faculty and Staff Assistance Program (FSAP)** is designed to help all University employees and the members of their immediate household resolve concerns that may be affecting personal well-being and/or job performance.  
(858) 534-5523 [blink.ucsd.edu/go/fsap](http://blink.ucsd.edu/go/fsap)

### Off Campus

- ◆ **Center for Community Solutions (CCS)** operates the only rape crisis center in the city of San Diego along with a countywide 24-hour bilingual crisis helpline. The nonprofit agency also provides emergency domestic violence shelters, hospital and court accompaniment, as well as legal and counseling services for those affected by domestic violence and sexual assault.  
(888) DVLINKS (385-4657) [ccssd.org](http://ccssd.org)

