



What to do when a student reports sexual harassment, sexual misconduct, relationship violence, or stalking: Guidance for Responsible Persons

Let's be clear: UCF is committed to promoting community safety and supporting individuals who report sexual harassment, sexual misconduct, relationship violence, or stalking. The following guide is designed to help you, as a responsible employee, understand your reporting responsibilities, where to make reports of this nature, what happens after a report is made, confidential and non-confidential options available at UCF, and what to do during and after you receive a disclosure.

Know Your Reporting Responsibilities

Under UCF policy, **all responsible persons** are required to immediately report to ONAC all relevant details about an incident of sex/gender-based discrimination or harassment, sexual harassment, Title IX sexual harassment, sexual assault, sexual exploitation, relationship violence, and/or stalking that involves any student as a complainant, respondent or witness, including dates, times, locations, and names of parties and witnesses.

Responsible persons are any university or Direct Support Organization (“DSO”) nonstudent employee who is not a confidential employee, resident assistants, and graduate students with administrative, instructional, or supervisory authority over others, 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.

How Do I Submit a Let's Be Clear Report?

All Let's Be Clear reports must be filed with the University's Title IX Coordinator, Ms. Clarisse Shaheed, in the Office of Nondiscrimination & Accommodations Compliance. Ms. Shaheed can be contacted for questions or advice at:

Office of Nondiscrimination & Accommodations Compliance

Barbara Ying/CMMS

12701 Scholarship Drive, Suite 101

Orlando, FL 32816-0030

407-823-1336

Clarisse.Shaheed@ucf.edu or onac@ucf.edu

To file a report regarding a disclosure of sexual harassment, sexual misconduct, relationship violence, or stalking, please visit **LetsBeClear.ucf.edu** and click the “File a Report” link at the top of the page. This report is sent directly to the Title IX Coordinator for review and provides the responsible employee a receipt of submission.

What Happens After a Report is Made?

After a report is made, personnel within the Office of Nondiscrimination & Accommodations Compliance and/or other appropriate University offices will assist the impacted student(s) with any immediate concerns, such as safety, housing, or classroom support; will connect the student to on and off-campus resources; and will discuss the available investigatory options. If 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

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
- <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
- <http://caps.sdes.ucf.edu/>

Student Health Services provides a variety of primary and specialty health services including STI screenings for students. SHS 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
- <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)
- <http://www.ombuds.ucf.edu/>

Non-Confidential Resources

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)
- <http://scs.sdes.ucf.edu/>

UCF Police Department (UCFPD) provides campus safety and law enforcement support to students, faculty and staff. Individuals impacted by sexual or relationship violence or stalking may file a criminal complaint with UCFPD or the appropriate law enforcement jurisdiction.

- Emergency number: 9-1-1
- Non-emergency Number (407) 823-5555 (24/7)
- For more information visit their website: <https://police.ucf.edu/>

A complete list of on-campus services as well as local, regional, and national resources can be found on our website at

LetsBeClear.ucf.edu

The site also includes information about campus events, reporting options, investigative procedures, and more.

What Do I Do During and After a Disclosure?

As set forth above, responsible employees must report disclosures made by or about 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 or about 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 an appropriate response before a disclosure is made: “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.

Example of an appropriate response after a disclosure is made: “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 immediately.

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](https://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/>

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.

Even well-intentioned attempts to mediate or resolve a situation can escalate the situation and circumvent getting the students connected to resources and support