Interim Guidance for Responding to Sexual Misconduct Disclosures

When individuals experience sexual misconduct (sexual harassment, sexual assault, relationship violence, and sex-based stalking), they may turn to a university employee to talk about their experience. More information is available in interim USU policies and procedures 339, 339A, and 339B.

Some university employees are not designated as Reporting Employees or Designated Confidential Resources under interim USU policy 340. When responding to a sexual misconduct disclosure, these employees should share information about Designated Confidential Resources, supportive measures, and reporting options.

**IMMEDIATE THREATS**

If you think there is an immediate threat to an individual, dial 911.

**IF YOU RECEIVE A DISCLOSURE**

1. **THINK** about how to be supportive to the individual. Listen with empathy. Be present and focus on what the person is telling you. Set aside your biases and assumptions about their experience. Avoid asking “why” questions. Let them know they can tell you as much or as little as they want to about what happened.

2. **CARE** about the individual. Validate their emotions. Express sorrow for what happened. Thank them for asking you for support.

3. **ACT** by offering non-judgmental support. Ask what you can do to support them. Respect their choices and requests. Provide the individual with information about the Designated Confidential Resources listed on sexualrespect.usu.edu. You can also give them a copy of the sexual misconduct resource guide, if available.

4. **EXPLAIN** how to report to the USU Title IX Coordinator via the online form at equity.usu.edu/report. Tell the individual that if they choose to report to the USU Title IX Coordinator, the Title IX Coordinator will share information about support services and various additional reporting options.

If you have questions, please refer to the FAQs at equity.usu.edu/sexual-misconduct/employees. You can also contact the USU Title IX Coordinator by calling 435-797-1266, visiting Distance Education 404 in Logan, or via email at titleix@usu.edu.

Updated August 1, 2022
DESIGNATED CONFIDENTIAL RESOURCES

**USU Counseling and Psychological Services (CAPS)**
Same-day crisis appointments and mental health services. Information shared with CAPS is confidential and kept separate from a student’s academic record. CAPS works with Statewide Campuses to ensure all USU students have access to mental health services.

Taggart Student Center, Rm 306, Logan campus  
435.797.1012  
agiewellness.usu.edu

**USU Sexual Assault and Anti-Violence Information Office (SAAVI)**
Provides safe, confidential counseling, advocacy and information to the USU community. SAAVI’s services are open to all USU students, staff, and faculty. All USU students, staff, and faculty across the state can contact SAAVI for help.

Taggart Student Center, Rm 311, Logan campus  
435.797.7273 (24-hour crisis line forwards to CAPSA after work hours)  
saavi.usu.edu

**USU Student Health and Wellness Center (Logan Campus)**
A medical professional can treat injuries, even those you may not be able to see, after experiencing relationship violence or sexual assault. They can also make referrals for Sexual Assault Forensic Exams.

850 E 1200 N, Logan campus  
435.797.1660  
health.usu.edu

SUPPORTIVE MEASURES

**USU Office of Equity Supportive Measures Specialists**
Supportive measures are short-term, non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to the university’s employment or education program or activity without unreasonably burdening the other party. They include measures designed to protect the safety of all parties or the university’s employment or educational environment and/or to deter sexual misconduct.

The Supportive Measures Specialists are reporting employees, so information shared with them will also be shared with the USU Title IX Coordinator.

Distance Education, Rm 400, Logan campus  
435.797.1266  
equity.usu.edu/supportive-measures

REPORTING RESOURCES

**USU Office of Equity Title IX Coordinator**
The USU Title IX Coordinator is responsible for ensuring the university’s prompt response to incident reports of alleged sexual misconduct, coordinating effective implementation of supportive measures, informing claimants of their option to file a formal complaint, and informing the parties of their rights and obligations under the grievance process. Sexual misconduct can be reported to the USU Title IX Coordinator via the online form at equity.usu.edu/report.

Distance Education, Rm 404, Logan campus  
435.797.1266  
equity.usu.edu

**USU Police Department**
Investigates crimes and ensures safety. Officers are trained in trauma-informed investigation and victims are encouraged to contact an advocate or friend to support them during the process. All sexual assault, relationship violence, and stalking reports made to USUPD are sent to USU’s Title IX Coordinator.

800 E. 1250 N., Logan  
435.797.1939  
dps.usu.edu/police

Office of Equity | Distance Education room 400 | titleix@usu.edu | 435-797-1266 | equity.usu.edu