

Student Employee Title IX Reporting Process

If you receive a report regarding:

- Sexual Harassment
- Sexual Assault/ Misconduct
- Dating/Domestic Violence
- Stalking
- Invasions of Sexual Privacy
- Failure to comply with university directives related to Sexual Violence or Sexual Harassment

What should I do?

You are required to report it to the Title IX Officer as soon as possible.

If you receive a report of a:

- **Life threatening situation**
 - **Medical emergency**
 - **Crime in progress**
- Call 911 immediately!**

If you are with the student...validate, listen & support. Explain that you will keep the information private but must inform your supervisor the T9 Officer Do not investigate! Keep the information Private!

In Cases of Sexual Violence

You are required to Provide the [Resources and Reporting Options Handout](#) to the reporting party

AND...

Best Practice is to Refer to CARE: (831) 502-2273

Students can also be referred to CAPS for confidential counseling: (831) 459-2628

Supervisors must immediately call and report to Title IX Officer (831) 459-2462. They are required to provide the names of the victim and alleged perpetrator if you have them. This will allow the Title IX Officer to keep a record to provide appropriate interim safety measures and accommodations. It is okay to leave names and information on the voicemail. Do not email private information such as names but you can request a follow up call.

Call UCSC Police

(831) 459-2231 ext. 1

If a victim does not want their name disclosed (not required), when calling law enforcement supervisors can say "I am calling to report for the purposes of Clery statistics but the victim chooses to remain private."