

## **SCSU Student Disclosure/Report of Sexual Misconduct to Responsible Employees**

*For all details, please visit <http://southernct.edu/offices/diversity/Sexual-Misconduct-Protocol%202016.pdf> for a direct link to SCSU Response Protocol/Procedures for Report or Disclosures of Sexual Misconduct*

### **Step 1**

**1A.** Do not ask any details unless related to an emergency.

**1B.** Thank the student for speaking with you, and if you are a responsible employee (mandated reporter), kindly inform the student that you are a mandated to report any information shared with the Title IX Coordinator, but you do want to help.

**1C.** Assure the student that the university has professionals, including confidential professionals, that the student can speak with. This information can be found in the SART brochure which available is on the SART website ([southernct.edu/sart](http://southernct.edu/sart)) and click on SART brochure. It is also located at the bottom of this document.

**1D.** While with the student, contact Catherine Christy, VPAS Advocate, at (203)392-6946(o) or (203)687-1252 (c) or Melissa Kissi, VPAS Advocate, at (203)392-6945 or (203)507-3751. The advocate does not need to speak with the student but can offer guidance to assist the student.

**1E.** An advocate will follow up with the student via email offering to meet and the SART brochure will be attached to the email.

### **Step 2**

**2A.** University employee must fill out the sexual misconduct notification form (<http://southernct.edu/offices/diversity/Sexual%20Misconduct%20Notification%20Form.pdf>) and submit to Paula Rice, Title IX Coordinator as soon as possible. Contact information: [Ricep1@southernct.edu](mailto:Ricep1@southernct.edu), (203) 392-5568 (o), Buley Library room 226. Please do not place form in inter-departmental mail. The form should be emailed or handed directly to Paula.

### **Step 3**

**3A.** Campus Security Authorities (CSA) (identified by University Police) must follow University Police CSA guidelines (<https://www.southernct.edu/student-life/safety/campus-security-authorities.html>).

**See further detailed information on page two below.**

**Information taken from the SCSU Response Protocol/Procedures for Reports or Disclosures of Sexual Misconduct and/or Intimate Partner Violence**

(Excerpts from page 2)

### **Report of Disclosure Reporting Procedures**

If a student/employee discloses an incident of sexual misconduct or intimate partner violence or stalking, **do not ask for any details** other than those pertaining to an emergency situation. If the student/employee shares any details of the incident you are mandated to report them to Paula Rice, Title IX Coordinator. **Kindly** inform the student/employee that, **while you are mandated to report** any information regarding sexual misconduct, **you do want to help. Your role is to compassionately and professionally assist in helping the student/employee get the support and resources they need.**

### **Student Disclosure or Report**

1. **While with the student, contact Catherine Christy**, Violence Prevention, Victim Advocacy & Support Center (VPAS), University Advocate and S.A.R.T. Coordinator, at (203)392-6946 (o) or (203)687-1252(c); or Melissa Kissi, Violence Prevention, Victim Advocacy and Support Center (VPAS), University Victim Advocate and Sexual Assault and Violence Prevention Specialist at (203) 392-6945 (o) or (203) 507-3751 (c). Ms. Christy or Ms. Kissi will offer guidance and review information and procedures that can assist the student in getting the help they may need, and **will offer to speak and/or meet** with the student. Ms. Christy or Ms. Kissi will also **provide written, concise information** (<https://www.southernct.edu/student-life/health/vpas/files/documents/SART%20Brochure.pdf>) to the student regarding rights and options.
2. Once the student has been connected with Cathy Christy, or Melissa Kissi University Advocates, **the administrator, faculty or staff member must submit the sexual misconduct or intimate partner violence notification form** (<http://southernct.edu/offices/diversity/Sexual%20Misconduct%20Notification%20Form.pdf>) to Paula Rice, Title IX Coordinator. The **questions on the form are NOT to be asked** of the person disclosing or reporting the situation, therefore, areas will remain blank. Please make sure to provide all information that was reported or disclosed to you. If you are a **Campus Security Authority**, please make sure to indicate this on the form. Remember that if you know information, the University is also considered to know. The University's obligation to respond begins the moment the University is on notice that a member of our community has experienced sexual misconduct, sexual assault, or intimate partner violence.

(Excerpt from page 3)

### **Sample Script When Dealing With Student Disclosure or Report**

“Excuse me for interrupting. It sounds like you are going to tell me about a situation involving sexual violence (sexual harassment, sexual assault, intimate partner violence, sexual exploitation or stalking). Please know that I want to help. However, if you want to continue this conversation with me, you need to know that I am a mandated reporter. I have a duty to report this conversation to the university's Title IX Coordinator. The university has professionals who you can speak with about this and I can give you their information. I also have information about resources for counseling, health, advocacy and reporting options. I want you know that you do not need to share any information on the incident with anyone to receive support and advocacy. Also, while you are here I am going to contact the University Advocate who will help to ensure that you are getting the information and support that can best help you at this time. You do not have to speak to the advocate unless you choose to. Is there anything else I can do for you now?”



#### ON CAMPUS • 24/7

- University Police **203-392-5375** or **911**
- University Victim Advocate —Catherine Christy  
**203-392-6946 office • 203-687-1252 cell**
- University Victim Advocate — Melissa Kissi  
**203-392-6945 office • 203-507-3751 cell**

#### ON CAMPUS • M-F, 8:30 AM - 4:30 PM

- Counseling Services (*Confidential*) **203-392-5475**
- Health Center (*Confidential*) **203-392-6300**
- Marriage and Family Clinic (*Confidential*)  
**203-392-6413** (Mon., Tues., Thurs.: 9AM – 8PM, Sat.: 9AM – 12PM)
- Violence Prevention, Victim Advocacy and Support Center (VPAS) **203-392-6946**
- Title IX Coordinator Paula Rice **203-392-5568**
- Office of Diversity and Equity **203-392-5491**
- Office of Student Conduct and Civic Responsibility  
**203-392-6188**
- Human Resources: Diane Mazza (*for employees*)  
**203-392-5405**
- Multicultural Center **203-392-5879**
- Interfaith Office **203-392-5331**
- Sexuality and Gender Equality Center (SAGE)  
**203-392-8989**
- **SouthernCT.edu/sart**

#### OFF CAMPUS • 24/7

- Women & Families Center 24-hour hotline  
(*Confidential*) **1-888-999-5545** • Spanish **1-888-568-8332**
- The Umbrella Center for Domestic Violence Services  
24-hour hotline (*Confidential*) **203.789.8104**



YOU ARE NOT ALONE -  
WE ARE HERE TO HELP!



- SEXUAL HARASSMENT •
- SEXUAL ASSAULT •
- INTIMATE PARTNER VIOLENCE •
- STALKING •
- SEXUAL EXPLOITATION •

SEXUAL VIOLENCE IS A SOCIAL JUSTICE ISSUE!



ARE YOU A VICTIM OR SURVIVOR OF SEXUAL HARASSMENT, SEXUAL ASSAULT,  
INTIMATE PARTNER VIOLENCE, STALKING, OR SEXUAL EXPLOITATION?

IF SO, HERE ARE YOUR OPTIONS:

*The mission of SART is to provide services that ensure a transition from victim to survivor for every individual impacted by sexual misconduct.*

#### REPORTING

- **To press criminal charges** if the offender is an employee or student, contact University Police at **203-392-5375**.
- **To press charges with the university** if the offender is a student, contact the Office of Student Conduct and Civic Responsibility at **203-392-6188**.
- **To press charges with the university** if the offender is an employee or student, contact the Title IX Coordinator Paula Rice at **203-392-5568**.
- **Make an Anonymous Report: Silent Witness Program**  
If you have witnessed a crime, or you know a crime was committed or will be committed, please visit **SouthernCT.edu/silentwitness**. A member of the SCSU Police Department will investigate.

#### SUPPORT & ADVOCACY

- **For students, confidential on-campus support options:**
  - SCSU Counseling Services **203-392-5475**
  - SCSU Health Center **203-392-6300**
  - SCSU Marriage and Family Clinic **203-392-6413**
- **For students, on-campus advocacy options:**  
Advocacy services are available to assist you in finding support services, the reporting process and can answer any questions.
  - Catherine Christy  
**203-392-6946 office • 203-687-1252 cell**
  - Melissa Kissi  
**203-392-6945 office • 203-507-3751 cell**
- **For employees:**
  - Diane Mazza, Human Resources **203-392-5405**
- **For students and employees, confidential off-campus options:**
  - Women & Families Center 24 hotline  
**1-888-999-5545** • (Spanish) **1-888-568-8332**
  - The Umbrella Center for Domestic Violence Services  
24-hour hotline **203.789.8104**

#### HOW YOU CAN HELP PREVENT VIOLENCE ON CAMPUS

Sexual harassment, sexual assault, intimate partner violence, stalking and sexual exploitation are complex and real issues on college campuses, including SCSU. To address this reality all members of the campus community and outside agencies must work together. Public safety is everyone's responsibility. By increasing our knowledge and acknowledging our ability to make a difference at SCSU, we can begin to reduce the risk. Consider the following ways you can help to stop violence:

- **Don't be afraid to get involved.**
- **Take care of yourself and your friends.**
- **Talk openly with friends about these issues.**
- **Speak up. Take a stand safely in situations that could escalate to abuse and violence.**

#### REMEMBER:

You are NEVER to blame.

Sexual harassment, sexual assault, intimate partner violence, stalking, and sexual exploitation are about power and control, and are NOT caused by something you have done, what you were wearing, or your relationship to the offender.

## WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to or rejection of such conduct is made either explicitly or implicitly a basis for academic decisions affecting the individual or such conduct has the purpose or effect of substantially interfering with an individual's academic performance, or creating an intimidating, hostile, or offensive educational environment. **Examples:** sexual flirtation, advances, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or appearance; display of sexually suggestive objects or pictures; sexual jokes; stereotypic comments based on gender; threats, demands or suggestions that maintaining one's educational status is based on accepting the sexual advances.

## WHAT IS SEXUAL ASSAULT?

Sexual assault is a crime and will not be tolerated at SCSU. Sexual assault is compelling by force, or threat of force: sexual penetration of the vagina, anus, or mouth including by an object, which are all considered rape; or contact with a person's genital area, groin, anus, inner thighs, buttocks, or breasts for the purpose of exerting control or for the purpose of degrading or humiliating the victim. It is also intentionally subjecting another to sexual contact without consent. Any person can be a victim or an offender. Sexual assault is not about sex— it is about exerting power and control over the victim. **Examples:** rape, attempted rape, and/or intentional touching without consent of a person's body.

## WHAT IS INTIMATE PARTNER VIOLENCE?

Intimate partner violence is any physical or sexual harm against an individual by a current or former spouse or person in a dating relationship that may be classified as sexual assault, stalking, or domestic violence. **Examples:** physical abuse (slapping, shoving, hair pulling, forcing alcohol or drug use on victim), sexual abuse (coerced or forced sexual contact), emotional abuse (name-calling, constant criticism) psychological abuse (causing fear by

intimidation, destruction of pets/property, isolation from family/friends/school/work).

## WHAT IS STALKING?

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or suffer substantial emotional distress. **Examples:** sending unwanted gifts, text messages, emails, phone calls; waiting at places you work/ go to school/hang out; using other people as resources to investigate your life (looking at your Facebook through befriending your friends); damage to your home/car/other property; using social networking sites/technology to track you.

## WHAT IS SEXUAL EXPLOITATION?

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. **Examples:** Prostituting another person; non-consensual video- taping or photographing of sexual activity, non-consensual distribution of photos or information about sexual activity, going beyond the bounds of consent (one individual allowing friends to hide in the closet to watch him or her have sex with the partner unaware of this).

## WHAT IS CONSENT?

Consent is when all parties involved willingly agree to a specific sexual act. It is not the absence of "no" or of resistance— it is someone actively saying "yes" through word or actions. Consent is ongoing and allows for withdrawal of consent at any time without fear of humiliation or retaliation. Just because you may have been sexually active with the person before does not mean that you have consent for future sexual contact. Consent cannot be given if forced, threatened, intimidated, or coerced. Obtaining consent is the responsibility of the person initiating the sexual contact. Consent cannot be given when under the influence of alcohol or drugs, or if the person is asleep or unconscious. Having sexual intercourse with someone who cannot consent is rape.

## WHAT TO DO IMMEDIATELY FOLLOWING AN INCIDENT

1. **Go to a safe place.** If you are not safe, call University Police at **203-392-5375** or **911**
2. **Preserve all evidence.**  
***Sexual Harassment and Stalking:*** Save any gifts, emails, text messages, and create a log of all suspicious activity.  
***Intimate Partner Violence:*** Document all incidents in a log as well as take pictures of physical injuries and store in a place that the abuser cannot find.  
***Sexual Assault:*** Save all clothing from the time of the assault; do not shower, bathe, douche, or brush your teeth. You may bring a support person of your choice with you to the hospital to have an Evidence Collection Kit performed, including a friend or advocate from the Women and Families Center. Even if you are undecided about whether or not you want to file a police report, you are encouraged to have evidence collected as soon as possible (within 5 days, but best within 3 days). You do not need to file a police report in order to have the Evidence Collection Kit performed. There is time to change your mind to file a report but there is limited time to collect evidence. This is the best way to keep your options open for the future.  
***Please note that the kit is at no expense to you or your insurance.***  
***Sexual Exploitation:*** Save copies of videos to an external hard drive, print and save copies of websites or social media, save any type of communication regarding the exploitative images, and document all incidents in a log.
3. **Get medical care.** Whether or not you decide to have evidence collected, you still have the option of obtaining medication to prevent sexually transmitted infections and/or pregnancy, and general medical care, all available at SCSU Health Center, **203-392-6300**.

## VICTIMS AND SURVIVORS SHOULD:

- Be treated with respect and dignity.
- Not be judged based on race, age, class, gender, gender expression, or sexual orientation.
- Be considered a victim/survivor regardless of the offender's relationship to you.
- Seek help from law enforcement or university employees without fear of disciplinary action for a violation of campus drug/alcohol policy.
- Know you can have confidential conversations with staff at SCSU Counseling Services (**203-392-5475**), SCSU Health Center (**203-392-6300**), and SCSU Marriage and Family Therapy Clinic (**203-392-6413**)

**For information on advocacy and SART members visit the SART website or see resource guide panel for assistance with the following:**

- To be informed of your Title IX rights, reporting options and support and advocacy services.
- Have an advocate accompany you to medical exams, law enforcement, and legal proceedings.
- Request that someone you are comfortable with stay with you during a medical exam/Evidence Collection Kit.
- Ask questions and get answers regarding any tests, exams, medications, treatments or police reports.
- Assistance with on-campus living arrangements, classes, work schedule and other accommodations following an incident to whatever extent possible and reasonable.

### LOCAL HOSPITALS

Yale New Haven Hospital  
203-688-2222

Hospital of Saint Raphael  
203-789-3000



Southern Connecticut State University

[SouthernCT.edu/sart](https://SouthernCT.edu/sart)