

Responding to Student Disclosures

RESPONSIBLE EMPLOYEES

As members of the UConn community, each one of us is responsible for maintaining a safe, respectful, and non-discriminatory learning, living, and working environment. In carrying out their reporting responsibilities, **Responsible Employees** play an important role in upholding these values.

What constitutes a Disclosure?

In this context, Disclosure is when a Student shares information about **Sexual Assault (SA)**, **Intimate Partner Violence (IPV)**, and/or **Stalking (S)**, regardless of whether the incident or experience happened recently, previously, or is ongoing.



Am I a Responsible Employee?

The vast majority of UConn Employees—including but not limited to: Faculty, Staff, Graduate Assistants, and Undergraduate Resident Assistants—are designated Responsible Employees. Exceptions are limited to: Confidential Employees (i.e. medical care and mental health providers) and Designated Confidential Employees (i.e. cultural center staff, professional staff in the Office for Diversity and Inclusion, and Ombuds).



What is required of Responsible Employees?

Responsible Employees are required to share all known details of a disclosure with the Office of Institutional Equity (OIE) upon receipt.

Why have I been designated a Responsible Employee?

The University has designated Responsible Employees to serve in positions whereby they ensure that impacted Students receive timely and accurate information about support resources and reporting options, should they wish to pursue those avenues. Responsible Employee reporting helps inform the University of the incidents effecting our students on and off campus so the University can track patterns, respond to trends, and formulate appropriate campus-wide responses with the goal of making the campus a more safe, equitable, and inclusive environment.

Response Steps and Tips

STEP 1: CARE

- Practice empathetic listening
- Let the Student disclosing set the pace and tone of the conversation
- Withhold judgment
- Avoid questions or statements that imply fault or blame
- Stay aware of your biases and assumptions
- Pay attention to the Student's verbal and non-verbal cues

STEP 2: INFORM

- Remind the Student of your reporting responsibilities at an appropriate time
- Explain the purpose of your reporting responsibility
- Inform the Student that they may receive outreach from a University administrator regarding resources and reporting options, and it is their choice to respond

STEP 3: CONTACT

- Promptly notify OIE
 - **Email:** equity@uconn.edu
 - **Online form:** <https://equity.uconn.edu/reporting-form/>
 - **Phone:** 860-486-2943
- Be prepared to share all details known to you, including:
 - names
 - dates
 - location

What to Consider Saying

- "Thank you for sharing this with me."
- "I'm sorry you are going through such a difficult time."
- "I care about you and your experience."
- "How can I best support you?"
- "Are you feeling (emotionally and physically) safe?"
- "I have a responsibility to notify OIE. This information sharing is meant to ensure that you will receive the appropriate level of assistance, support, and/or University resources, should you wish" (i.e. the purpose of your reporting responsibility)

What to Avoid Saying

- Commands or questions that demand or pry for more information than the Student readily reveals (e.g. "Tell me every detail from beginning to end.")
- Questions or statements that imply fault (e.g. "Why/how did you let this happen?")
- Questions that invalidate the Student's experience (e.g. "Are you sure you're remembering everything correctly?")
- Statements that promise outcomes that are outside of your control (e.g. "There's no way he/she/they won't get expelled.")
- Directive statements that include the word 'should' (e.g. "You should tell your parents" or "You should definitely report to the police.")

What Happens Next

Following receipt of a report, the student will be offered supportive measures (e.g. housing and classroom modifications) and connected with support resources. It is the student's choice to respond or engage with those resources. OIE and/or the Office of Community Standards will determine the appropriate investigatory action based on the wishes of the student, level of detail provided, and if there is any risk to individual or community safety. **Students do not need to pursue an investigation to receive supportive measures from the University.**



Confidential

Confidential Resources maintain that nothing will be shared without your express permission, except in rare circumstances



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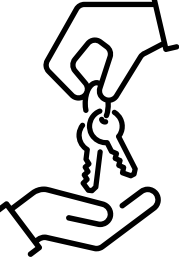








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24/7

Services available every day, all day

Counseling, Support, and Advocacy

Avery Point Student Health and Wellness 	Branford House, Room 306 860.208.0236	<ul style="list-style-type: none"> • By appointment (in-person and telehealth) <ul style="list-style-type: none"> ◦ M-F, 8am-3pm • Clinical Case Manager: Jessica Musgrove, LMFT <ul style="list-style-type: none"> ◦ email: jessica.musgrove@uconn.edu
Office of Student Services	Director – Dr. Noemi Maldonado Picardi Branford House, Room 307 860.405.9024 noemi.maldonado@uconn.edu	<ul style="list-style-type: none"> • Facilitates implementation of supportive measures, including modifications to class schedules, rescheduling exams, housing reassignment, on-campus work schedules, leaves of absence, and more • Explains the available resources, provide safety planning, outlines University investigation processes and provide accompaniment during reporting and investigation meetings
Cultural Centers (CC) and Office for Diversity and Inclusion (ODI) 	Student Union, 4th Floor, Storrs Campus African American CC 860.486.3433 aacc@uconn.edu Asian American CC 860.486.0830 asacc@uconn.edu Puerto Rican/Latin American CC 860.486.1135 prlacc@uconn.edu Rainbow Center 860.486.5821 rainbowcenter@uconn.edu Women's Center 860.486.4738 womenscenter@uconn.edu 311 Budds Building, 3rd Floor, Storrs Office of Diversity and Inclusion 860.486.2422 diversity@uconn.edu	<ul style="list-style-type: none"> • The CCs and ODI are located at the Storrs campus, but are available to all campus students • Culturally-responsive care • Support students in resolving education, personal, and other barriers toward successful completion of their academic goals • Connect students with appropriate campus and community resources • Women's Center offers: <ul style="list-style-type: none"> ◦ Short-term crisis intervention, which includes safety planning, and accompaniment during reporting and investigation meetings ◦ Information regarding next steps following an incident, including through the University, with the police, and/or medical assistance ◦ A student-led, gender inclusive In Power Support Group for victim-survivors at any point in their healing process <ul style="list-style-type: none"> ▪ Contact in-power@uconn.edu for meeting times
Connecticut Alliance to End Sexual Violence  	Statewide Hotline: 1.888.999.5545 Spanish Hotline: 1.888.568.8332	<ul style="list-style-type: none"> • No-cost crisis intervention and trauma-informed counseling to victim-survivors and their loved ones in-person, via phone, or via Zoom • Immediate accompaniment to the hospital or Student Health & Wellness – Medical Services for victim-survivors who wish to seek medical care, including Sexual Assault Forensic Examination • Legal and judicial advocacy for victim-survivors who wish to report to law enforcement • All services are free and confidential
Connecticut Coalition Against Domestic Violence (CCADV)  	Statewide Hotline: 1.888.774.2900 safeconnecticut@ctccadv.org	<ul style="list-style-type: none"> • Crisis counseling to victim-survivors of dating, intimate-partner, and domestic violence
Sexual Assault Crisis Center of Eastern CT  	Local Hotline: 860.456.2789 78 Howard St, 2nd Floor, New London 90 South Park Street, Willimantic	<ul style="list-style-type: none"> • Free and comprehensive services for victims of sexual assault and abuse
Safe Futures  	860.701.6001 (24/7) 860.447.0366 16 Jay Street, New London	<ul style="list-style-type: none"> • Services for survivors of sexual violence, including court services, walk-in counseling, emergency shelter, transitional housing, support groups, and more

Reporting and Safety

UConn Police Department (UCPD), State, or Local Police	Stone Cottage on the West Circle 860.486.4800 or 911 publicsafety.uconn.edu	<ul style="list-style-type: none"> • Report an incident with or without filing charges • Manages all criminal investigations for on-campus crimes • Safety-related supportive measures (e.g. increased security, monitoring certain areas of campus) • For off-campus criminal matters, state or local police have jurisdiction based on the location where the incident(s) occurred. If you are unsure where to begin or whom to call, UCPD can assist you
Office of Community Standards	Wilbur Cross Building, Storrs 860.486.8402 community@uconn.edu	<ul style="list-style-type: none"> • Addresses potential violations of The Student Code • Investigates matters where the Respondent is a student • Implements University no contact orders
Office of Institutional Equity (OIE) and the Title IX Coordinator	Wood Hall, 1st Floor, Storrs 860.486.2943 equity@uconn.edu	<ul style="list-style-type: none"> • Administers <i>The Policy Against Discrimination, Harassment, and Related Interpersonal Violence</i> • Manages investigations where the Respondent is an employee • Liaises with appropriate offices regarding implementation of supportive measures



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Services available every day, all day

Counseling, Support, and Advocacy

Student Health and Wellness - Hartford 	Hartford Times Building Office of Student Services 959.200.3905	<ul style="list-style-type: none"> M-F 9:00am-4:30pm by appointment Mental Health Clinician: Naa Opoku-Gyamfi, LPC <ul style="list-style-type: none"> Email: naa.opoku-gyamfi@uconn.edu
Office of Student Services	Associate Director - Christine Mosman Hartford Times Building, Room 106 10 Prospect Street 959.200.3836 christine.mosman@uconn.edu	<ul style="list-style-type: none"> Facilitates implementation of supportive measures, including modifications to class schedules, rescheduling exams, housing reassignment, on-campus work schedules, leaves of absence, and more Explains the available resources, provide safety planning, outlines University investigation processes and provide accompaniment during reporting and investigation meetings
Cultural Centers (CC) and Office for Diversity and Inclusion (ODI) 	Student Union, 4th Floor, Storrs Campus African American CC 860.486.3433 aacc@uconn.edu Asian American CC 860.486.0830 asacc@uconn.edu Puerto Rican/Latin American CC 860.486.1135 prlacc@uconn.edu Rainbow Center 860.486.5821 rainbowcenter@uconn.edu Women's Center 860.486.4738 womenscenter@uconn.edu 311 Budds Building, 3rd Floor, Storrs Office of Diversity and Inclusion 860.486.2422 diversity@uconn.edu	<ul style="list-style-type: none"> The CCs and ODI are located at the Storrs campus, but are available to all campus students Culturally-responsive care Support students in resolving education, personal, and other barriers toward successful completion of their academic goals Connect students with appropriate campus and community resources Women's Center offers: <ul style="list-style-type: none"> Short-term crisis intervention, which includes safety planning, and accompaniment during reporting and investigation meetings Information regarding next steps following an incident, including through the University, with the police, and/or medical assistance A student-led, gender inclusive In Power Support Group for victim-survivors at any point in their healing process <ul style="list-style-type: none"> Contact in-power@uconn.edu for meeting times
Connecticut Alliance to End Sexual Violence  	Statewide Hotline: 1.888.999.5545 Spanish Hotline: 1.888.568.8332	<ul style="list-style-type: none"> No-cost crisis intervention and trauma-informed counseling to victim-survivors and their loved ones in-person, via phone, or via Zoom Immediate accompaniment to the hospital or Student Health & Wellness - Medical Services for victim-survivors who wish to seek medical care, including Sexual Assault Forensic Examination Legal and judicial advocacy for victim-survivors who wish to report to law enforcement All services are free and confidential
YWCA New Britain's Sexual Assault Crisis Service (SACS)  	19 Franklin Square, New Britain Local Hartford Hotline: 860.547.1022 ywcanb.org/sexual-assault-crisis-services	<ul style="list-style-type: none"> Assistance for survivors and their loved ones Individual crisis counseling, accompaniment through medical, police, and court procedures, support groups, and school counseling available
Connecticut Coalition Against Domestic Violence (CCADV)  	Statewide Hotline: 1.888.774.2900 safeconnecticut@ctccadv.org	<ul style="list-style-type: none"> Crisis counseling to victim-survivors of dating, intimate-partner, and domestic violence
Interval House 	Offices in Hartford, Manchester, and Simsbury 860.527.0550	<ul style="list-style-type: none"> No-cost services to domestic violence victims, including but not limited to, emergency housing, court advocacy, safety planning, counseling, and youth programming

Reporting and Safety

UConn Police Department (UCPD), State, or Local Police	Hartford Times Building, Room 131A 860.486.4800 or 911 publicsafety.uconn.edu	<ul style="list-style-type: none"> Report an incident with or without filing charges Manages all criminal investigations for on-campus crimes Safety-related supportive measures (e.g. increased security, monitoring certain areas of campus) For off-campus criminal matters, state or local police have jurisdiction based on the location where the incident(s) occurred. If you are unsure where to begin or whom to call, UCPD can assist you
Office of Community Standards	Wilbur Cross Building, Storrs 860.486.8402 community@uconn.edu	<ul style="list-style-type: none"> Addresses potential violations of The Student Code Investigates matters where the Respondent is a student Implements University no contact orders
Office of Institutional Equity (OIE) and the Title IX Coordinator	Wood Hall, 1st Floor, Storrs 860.486.2943 equity@uconn.edu	<ul style="list-style-type: none"> Administers <i>The Policy Against Discrimination, Harassment, and Related Interpersonal Violence</i> Manages investigations where the Respondent is an employee Liaises with appropriate offices regarding implementation of supportive measures



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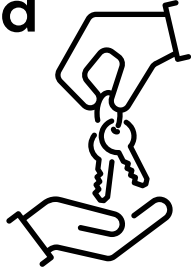








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24/7

Services available every day, all day

Counseling, Support, and Advocacy

School of Law Counseling Services 	William F. Starr Hall, Room 109 860.570.5097	<ul style="list-style-type: none"> Monday–Thursday by appointment Mental Health Counselor: Corrine Ochsner, MSW, LCSW <ul style="list-style-type: none"> Corrine.Ochsner@uconn.edu
Office of Student Affairs	Thomas J. Meskill Law Library, Room 221 39 Elizabeth Street, 2nd Floor 860.570.5079 law.studentservices@uconn.edu	<ul style="list-style-type: none"> Facilitates implementation of supportive measures, including modifications to class schedules, rescheduling exams, housing reassignment, on-campus work schedules, leaves of absence, and more Explains the available resources, provide safety planning, outlines University investigation processes and provide accompaniment during reporting and investigation meetings
Cultural Centers (CC) and Office for Diversity and Inclusion (ODI) 	Student Union, 4th Floor, Storrs Campus African American CC 860.486.3433 aacc@uconn.edu Asian American CC 860.486.0830 asacc@uconn.edu Puerto Rican/Latin American CC 860.486.1135 prlacc@uconn.edu Rainbow Center 860.486.5821 rainbowcenter@uconn.edu Women's Center 860.486.4738 womenscenter@uconn.edu 311 Budds Building, 3rd Floor, Storrs Office of Diversity and Inclusion 860.486.2422 diversity@uconn.edu	<ul style="list-style-type: none"> The CCs and ODI are located at the Storrs campus, but are available to all campus students Culturally-responsive care Support students in resolving education, personal, and other barriers toward successful completion of their academic goals Connect students with appropriate campus and community resources Women's Center offers: <ul style="list-style-type: none"> Short-term crisis intervention, which includes safety planning, and accompaniment during reporting and investigation meetings Information regarding next steps following an incident, including through the University, with the police, and/or medical assistance A student-led, gender inclusive In Power Support Group for victim-survivors at any point in their healing process <ul style="list-style-type: none"> Contact in-power@uconn.edu for meeting times
Connecticut Alliance to End Sexual Violence  	Statewide Hotline: 1.888.999.5545 Spanish Hotline: 1.888.568.8332	<ul style="list-style-type: none"> No-cost crisis intervention and trauma-informed counseling to victim-survivors and their loved ones in-person, via phone, or via Zoom Immediate accompaniment to the hospital or Student Health & Wellness – Medical Services for victim-survivors who wish to seek medical care, including Sexual Assault Forensic Examination Legal and judicial advocacy for victim-survivors who wish to report to law enforcement All services are free and confidential
YWCA New Britain's Sexual Assault Crisis Service (SACS)  	19 Franklin Square, New Britain Local Hartford Hotline: 860.547.1022 ywcanb.org/sexual-assault-crisis-services/	<ul style="list-style-type: none"> Free and confidential services Assistance for survivors and their loved ones Individual crisis counseling, accompaniment through medical, police, and court procedures, support groups, and school counseling available
Connecticut Coalition Against Domestic Violence (CCADV)  	Statewide Hotline: 1.888.774.2900 safeconnecticut@ctccadv.org	<ul style="list-style-type: none"> Crisis counseling to victim-survivors of dating, intimate-partner, and domestic violence
Interval House  	English Hotline: 860.838.8467 Spanish Hotline: 844.831.2900 Text: 888.774.2900	<ul style="list-style-type: none"> No-cost services to domestic violence victims, including but not limited to, emergency housing, court advocacy, safety planning, counseling, and youth programming

Reporting and Safety

UConn Police Department (UCPD), State, or Local Police	Thomas J. Meskill Law Library, Room 346 39 Elizabeth Street 860.486.4800 or 911 publicsafety.uconn.edu	<ul style="list-style-type: none"> Report an incident with or without filing charges Manages all criminal investigations for on-campus crimes Safety-related supportive measures (e.g. increased security, monitoring certain areas of campus) For off-campus criminal matters, state or local police have jurisdiction based on the location where the incident(s) occurred. If you are unsure where to begin or whom to call, UCPD can assist you
Office of Community Standards	Wilbur Cross Building, Storrs 860.486.8402 community@uconn.edu	<ul style="list-style-type: none"> Addresses potential violations of The Student Code Investigates matters where the Respondent is a student Implements University no contact orders
Office of Institutional Equity (OIE) and the Title IX Coordinator	Wood Hall, 1st Floor, Storrs 860.486.2943 equity@uconn.edu	<ul style="list-style-type: none"> Administers <i>The Policy Against Discrimination, Harassment, and Related Interpersonal Violence</i> Manages investigations where the Respondent is an employee Liaises with appropriate offices regarding implementation of supportive measures



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Counseling, Support, and Advocacy

Stamford Mental Health Resource Center 	1 University Place 203.251.9597 stamfordmhrc@uconn.edu	<ul style="list-style-type: none"> M-F 8:30am-4:30pm by appointment
Office of Student Services	1 University Place, Room 302 203.251.8484 stamfordstudentservices@uconn.edu	<ul style="list-style-type: none"> Facilitates implementation of supportive measures, including modifications to class schedules, rescheduling exams, housing reassignment, on-campus work schedules, leaves of absence, and more Explains the available resources, provide safety planning, outlines University investigation processes and provide accompaniment during reporting and investigation meetings
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Connecticut Alliance to End Sexual Violence  	Statewide Hotline: 1.888.999.5545 Spanish Hotline: 1.888.568.8332	<ul style="list-style-type: none"> No-cost crisis intervention and trauma-informed counseling to victim-survivors and their loved ones in-person, via phone, or via Zoom Immediate accompaniment to the hospital or Student Health & Wellness - Medical Services for victim-survivors who wish to seek medical care, including Sexual Assault Forensic Examination Legal and judicial advocacy for victim-survivors who wish to report to law enforcement All services are free and confidential
The Rowan Center - A Sexual Assault Resource Agency  	1111 Summer Street, Suite 202 Local Hotline: 203.329.2929 Spanish Hotline: 888.568.8332 Text Hotline: 888.999.5545 therowancenter.org	<ul style="list-style-type: none"> Provides counseling and support services to victims of sexual assault Free individual counseling sessions offered, as well as support groups <ul style="list-style-type: none"> English, Spanish, Haitian-Creole, and remote options available Works to eliminate sexual assault through community-based education programs
Connecticut Coalition Against Domestic Violence (CCADV)  	Statewide Hotline: 1.888.774.2900 safeconnecticut@ctccadv.org	<ul style="list-style-type: none"> Crisis counseling to victim-survivors of dating, intimate-partner, and domestic violence
Domestic Abuse Center of Greenwich YWCA  	Hotline: 203.622.0003 ywcagreenwich.org/what-we-do/ domestic-abuse-services-for-victims/	<ul style="list-style-type: none"> Counseling services, emergency shelter, safety planning, online and computer safety tips, help protecting children, court services, immigrant resources, and more for victims/survivors

Reporting and Safety

UConn Police Department (UCPD), State, or Local Police	Stamford Campus, Room 142 860.486.4800 or 911 publicsafety.uconn.edu	<ul style="list-style-type: none"> Report an incident with or without filing charges Manages all criminal investigations for on-campus crimes Safety-related supportive measures (e.g. increased security, monitoring certain areas of campus) For off-campus criminal matters, state or local police have jurisdiction based on the location where the incident(s) occurred. If you are unsure where to begin or whom to call, UCPD can assist you
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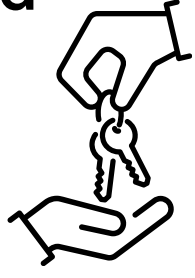





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<p>UConn Waterbury Student Health and Wellness</p> 	<p>99 East Main Street, Room 236 203.236.9817</p>	<ul style="list-style-type: none"> M-F 8:30am-4:30pm by appointment Case manager: Claudia Pina <ul style="list-style-type: none"> Email: claudia.pina@uconn.edu
<p>Office of Student Services</p>	<p>Director – Peter Tribuzio 99 East Main Street, Waterbury Phone: 203.236.9871 Fax: 203.236.9906 peter.tribuzio@uconn.edu</p>	<ul style="list-style-type: none"> Facilitates implementation of supportive measures, including modifications to class schedules, rescheduling exams, housing reassignment, on-campus work schedules, leaves of absence, and more Explains the available resources, provide safety planning, outlines University investigation processes and provide accompaniment during reporting and investigation meetings
<p>Cultural Centers (CC) and Office for Diversity and Inclusion (ODI)</p> 	<p>Student Union, 4th Floor, Storrs Campus African American CC 860.486.3433 aacc@uconn.edu Asian American CC 860.486.0830 asacc@uconn.edu Puerto Rican/Latin American CC 860.486.1135 prlacc@uconn.edu Rainbow Center 860.486.5821 rainbowcenter@uconn.edu Women's Center 860.486.4738 womenscenter@uconn.edu 311 Budds Building, 3rd Floor, Storrs Office of Diversity and Inclusion 860.486.2422 diversity@uconn.edu</p>	<ul style="list-style-type: none"> The CCs and ODI are located at the Storrs campus, but are available to all campus students Culturally-responsive care Support students in resolving education, personal, and other barriers toward successful completion of their academic goals Connect students with appropriate campus and community resources Women's Center offers: <ul style="list-style-type: none"> Short-term crisis intervention, which includes safety planning, and accompaniment during reporting and investigation meetings Information regarding next steps following an incident, including through the University, with the police, and/or medical assistance A student-led, gender inclusive In Power Support Group for victim-survivors at any point in their healing process <ul style="list-style-type: none"> Contact in-power@uconn.edu for meeting times
<p>Connecticut Alliance to End Sexual Violence</p>  	<p>Statewide Hotline: 1.888.999.5545 Spanish Hotline: 1.888.568.8332</p>	<ul style="list-style-type: none"> No-cost crisis intervention and trauma-informed counseling to victim-survivors and their loved ones in-person, via phone, or via Zoom Immediate accompaniment to the hospital or Student Health & Wellness – Medical Services for victim-survivors who wish to seek medical care, including Sexual Assault Forensic Examination Legal and judicial advocacy for victim-survivors who wish to report to law enforcement All services are free and confidential
<p>Safe Haven of Waterbury</p> 	<p>29 Central Avenue, Waterbury Local Hotline: 203.753.2613 Office: 203.575.0388 safehavengw.org</p>	<ul style="list-style-type: none"> Emergency crisis intervention, counseling, advocacy, court based services, and financial assistance to victims of sexual and domestic violence
<p>Connecticut Coalition Against Domestic Violence (CCADV)</p>  	<p>Statewide Hotline: 1.888.774.2900 safeconnecticut@ctccadv.org</p>	<ul style="list-style-type: none"> Crisis counseling to victim-survivors of dating, intimate-partner, and domestic violence

Reporting and Safety

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