Receiving Sexual Harassment Reports and Consulting With the Sexual Harassment Education Program

Receiving a report

- In the initial meeting with the complainant, clarify your role and obligations to consult. Many designated officials struggle with how to let complainants know about the requirement to call us. We recommend saying something designed to allow the complainant to make an informed choice about what to disclose. When the complainant senses that you are truly concerned, and that you do not want them to give up information (or control) until they decide what they want to do about it, the complainant is more likely to trust you to provide some assistance. For example:

  “Thank you for coming to see me. Before you tell me specifics, you should know that in my role, I have certain reporting obligations. I want you to stay in control of the situation until you decide what you want to do. So, for now please tell me about your situation in general terms, without identifying anyone. There are also other resources you can talk with who don’t have the same reporting obligations.”

- Provide the complainant with a copy of PPM 380-12, the UCD policy section on sexual harassment.

- As appropriate, refer the complainant to Counseling and Psychological Services (CAPS) or the Academic and Staff Assistance Program (ASAP) for emotional support.

The next step: call the Sexual Harassment Officer

- Report the complaint to one of the two Sexual Harassment Officers: Davis campus (530) 752-9255 or UCDHS (916) 734-2259.

- Be prepared to discuss:
  - The allegations you heard
  - Who is involved (names)
  - What has been done so far
  - What remedy has been requested
  - Who else needs to know
  - Whether the case needs investigation

- Do not guarantee anonymity. The University will do its best to protect the privacy and confidentiality of all parties, to the extent permitted by law and policy.

- Do not initiate your own investigation or appoint a fact-finder without talking to a Sexual Harassment Officer first.

- Refrain from discussing the situation with people who have no right or need to know about it.

- Take reasonable steps to ensure a safe work/learning environment while other consulting occurs. The SHO will help you determine these steps.

- According to our policy (PPM 380-12), you must respond to reports of sexual harassment even if the individual making the report requests that no action be taken.
Any designated official who knew about sexual harassment and took no action to stop it or failed to report it may be subject to disciplinary action.

**Document**

- Keep notes for yourself about your conversations with the complainant and the Sexual Harassment Officer. Note the dates and times, a summary of what was said, and who participated.