

# RESPONSIBLE EMPLOYEES: WHAT YOU NEED TO KNOW

Responsible employees are required to notify the Harassment & Discrimination Assistance and Prevention Program (HDAPP) of any potential violation of the University's Sexual Violence and Sexual Harassment (SVSH) Policy. Review the material on the reverse of this sheet and follow the steps below to know your responsibilities and to be prepared when a student or other campus community member speaks to you about sexual violence or sexual harassment.

## 01 Explain your role as a responsible employee

For example: *Thanks for coming to me. I appreciate your trust. I want to hear what you have to share with me. Before you tell me [specifics/more], I want you to know that I am required to forward [any information about sexual violence or harassment / this information] to the Title IX Office. Someone from the Title IX Office will follow up with you to make sure you know about available support resources and potential next steps. It's important for me to tell you this now because I want you to have as much information as possible to make the decision that's best for you. You're welcome to tell me [more] about your situation in general terms without identifying anyone [further]. Alternatively, there are confidential resources you can speak with who don't have the same reporting obligation as I do. And, if you wish, I can help connect you to them.*

## 02 Offer to help them connect to campus support resources

While they are still with you, call the confidential Center for Advocacy, Resources, and Education (CARE) office at (530) 752-3299 (UCD) or (916) 734-3799 (UCDH) and ask to speak with a victim advocate, or compose and send a brief email to CARE at [ucdcare@ucdavis.edu](mailto:ucdcare@ucdavis.edu). If the person has experienced sexual assault in the past 5 days, or intimate partner violence which is preventing them from going home, call the emergency on-call confidential CARE advocate at (866) 515-0155. If the person prefers to contact CARE or another resource on their own, point out the resources information at the bottom of this page.

## 03 Tell them that someone from HDAPP or the Title IX Office will be following up with them

## 04 Inform and Consult with HDAPP

In addition to the information you received from the individual and their contact information, provide your name and contact information. Someone from HDAPP may follow up with you.

## 05 Do some self-care

Responsible employees are encouraged to pay attention to their own well-being as part of the reporting process. You may find it helpful to reach out for support to the Academic & Staff Assistance Program (ASAP), Counseling Services (student staff), or another campus resource listed below.

### Campus Confidential Resources

- Center for Advocacy, Resources, and Education (CARE) [ucdcare@ucdavis.edu](mailto:ucdcare@ucdavis.edu); UCD: (530) 752-3299; UCDH (916) 734-3799
- Academic Staff and Assistance Program (ASAP) UCD [slree@ucdavis.edu](mailto:slree@ucdavis.edu), (530) 752-2727; UCDH: (916) 734-2727
- Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resources Center (LGBTQIA RC) (530) 752-2452  
Office of the Ombuds (530) 754-7233
- Student Health and Counseling Services (SHCS) (530) 752-2349  
\*\*Please note that medical providers at SHCS are required by law to report acts of violence to the police
- Women's Resources and Research Center (WRRC): [wrrc@ucdavis.edu](mailto:wrrc@ucdavis.edu), (530) 752-3372

### Campus Non-Confidential Resources

- HDAPP (530) 747-3864-Davis, (916) 734-3417-Sacramento, [hdapp@ucdavis.edu](mailto:hdapp@ucdavis.edu)
- Office of Student Support and Judicial Affairs (OSSJA) (530) 752-1128, [sja@ucdavis.edu](mailto:sja@ucdavis.edu)
- UC Davis Title IX Officer - Wendi Delmendo [wjdelmendo@ucdavis.edu](mailto:wjdelmendo@ucdavis.edu), (530) 752-9466

For more information: <http://sexualviolence.ucdavis.edu>

# FREQUENTLY ASKED QUESTIONS

## What is a “Responsible Employee”?

In terms of the University’s Sexual Violence and Sexual Harassment (SVSH) Policy, responsible employees are University employees who are required to report all potential violations of the SVSH Policy to the Harassment & Discrimination Assistance and Prevention Program (HDAPP).

## Am I a Responsible Employee?

All UCD employees, except for confidential resources, are considered responsible employees when they learn that a UCD student has potentially experienced sexual violence or sexual harassment. ‘UCD employees’ includes student employees (e.g. TAs, RAs) when disclosures are made to any of them in their capacities as employees.

Additionally, all supervisory or managerial UCD employees and faculty members, except student employees who are supervisors, are considered responsible employees when they learn that any UCD student, staff, or faculty member has potentially experienced sexual violence or sexual harassment. If you’re not sure whether you’re a responsible employee, consult with HDAPP.

## What is a confidential resource?

Confidential resources are excellent resources for community members who are seeking support and who want to maintain as much control and privacy as possible. Confidential resources are not required to report instances of potential sexual violence or harassment to HDAPP. The Center for Advocacy, Resources, and Education (CARE) is the confidential resource designated by UC to provide support to community members who have experienced sexual violence or harassment. See the list on the reverse for information on other confidential resources.

## As a Responsible Employee, which behaviors should I be reporting to HDAPP?

You are required to notify HDAPP of any possible violation of the SVSH policy. The SVSH Policy covers stalking, dating violence, domestic violence, sexual assault, sexual harassment, invasions of sexual privacy, indecent exposure, sexual intercourse with a minor, and violation of an Interim Suspension or No Contact Directive issued to a student as an interim measure under the SVSH policy. Refer to the Definitions section of the SVSH Policy for details about each behavior.

## What happens after I make a report to HDAPP?

HDAPP and, if applicable, CARE will follow up with the person who made the disclosure to make sure they are aware of available resources, reporting options, and potential next steps. They will also be given the opportunity to share additional information about the incident, which will be recorded in a confidential and secure database. Depending on the information they share and their desired outcome, the University will take appropriate action. Their information will not be forwarded to law enforcement without a subpoena or request from the individual.

## Some Responsible Employee Dos and Don’ts

- Do not promise confidentiality. University policy requires that responsible employees forward information about potential SVSH to HDAPP.
- Do not attempt to collect additional information from the person making the disclosure. It is sufficient to report the information the person disclosed voluntarily without additional prompting from you.
- Do not conduct your own investigation into the allegations. If appropriate, HDAPP and the Title IX Office will collect additional information from the relevant parties.
- Do contact HDAPP if you have any questions or concerns not covered in this information sheet or would like to arrange for additional training for yourself and/or your Department or colleagues.