



## Guidance for All Responsible Employees

### *What to do when a student reports sexual harassment, sexual assault, relationship violence or stalking*

**Let's be clear** -- UCF is committed to protecting community safety and supporting students who may have been impacted by sexual harassment, sexual assault, relationship violence or stalking. The following is a guide to help you, as an employee, understand your reporting responsibilities, where to make reports of this nature, what happens after a report is made, confidential and non-confidential resources available at UCF, and what to do during and after a disclosure.

#### Know Your Reporting Responsibilities

Under [UCF Policy 2-004.1](#) (Prohibition of Discrimination, Harassment and Related Interpersonal Violence), all responsible employees who witness or receive a disclosure of sex-based discrimination, sexual harassment, sexual assault, relationship violence or stalking from a student must immediately report such observation or disclosure to the Title IX Coordinator located in the Office of Institutional Equity ("Title IX Report").

**Responsible employees** at UCF are all employees (including full-time and part-time faculty, Direct Support Organization employees, A&P, USPS, and post-doctoral employees, resident assistants, graduate students with classroom responsibilities, professional research assistants, and OPS non-student employees) who are not confidential employees.

**Confidential employees** at UCF are those employees entitled under state law to have privileged communications. Examples of confidential employees at UCF include personnel in Student Health Services, Counseling and Psychological Services (CAPS), Ombuds Office, Victim Services and Student Legal Services. Any disclosure made within a privileged communication with one of these employees does not require a report to the Title IX Coordinator.

#### How to Report Title IX Concerns

All Title IX Reports must be filed with UCF's Title IX Coordinator, Dr. Matt Ricke, in the Office of Institutional Equity. Dr. Ricke can be contacted for questions and advice at:

Office of Institutional Equity  
Barbara Ying CMMS (Building 81)  
12701 Scholarship Drive, Suite 101  
Orlando, FL 32816  
(407) 823-1336  
[Matt.Ricke@ucf.edu](mailto:Matt.Ricke@ucf.edu)

The best way to report a disclosure of sexual harassment, sexual assault, relationship violence or stalking is to submit the report online. Reporting online ensures that the Title IX Coordinator will receive the information in a prompt fashion and also provides the reporter with an acknowledgment of receipt of that report. To submit a report online, please visit:

<https://letsbeclear.ucf.edu>

## What Happens After the Report is Made?

After a report is made, personnel from the University's Title IX response team will assist the disclosing student with any immediate concerns, such as safety, housing or classroom arrangements; will connect the student to on and off-campus resources; and will discuss the available investigatory options. In the event that an investigation is initiated, University personnel will provide the same assistance and support to the students who are accused of engaging in this misconduct. For a full overview of the university's process for addressing reports, please visit [LetsBeClear.ucf.edu](http://LetsBeClear.ucf.edu).

## Know the Resources at UCF

There are both confidential and nonconfidential resources at UCF to support employees who may have experienced discrimination, discriminatory harassment, or retaliation. Being familiar with and guiding employees to these resources is both helpful and encouraged.

### *Confidential Resources*

**UCF Victim Services** (provides confidential advocacy and support)

- (407) 823-2425 (office phone, available during normal business hours)
- (407) 823-1200 (24/7 hotline, available year-round)
- (407) 823-6868 (24/7 text line, available year-round)
- <http://victimservices.ucf.edu>

**Counseling and Psychological Services** (provides free, comprehensive counseling services, including individual and group therapy, to students)

- (407) 823-2811 (available during business hours and 24/7 for after-hours crisis support)
- <http://caps.sdes.ucf.edu>

**Ombuds Office** (provides informal, independent, confidential, and neutral assistance and impartial advice regarding concerns related to the University)

- (407) 823-5607 (office phone, available during normal business hours)
- <http://ombuds.ucf.edu>

**Student Health Services (SHS)** (provides a variety of primary and specialty health services including STI screenings for students. Does not provide sexual assault kit examinations but will ensure that the student is connected to the servicing agency which provides that resource.)

- (407) 823-2701
- <http://shs.sdes.ucf.edu>

**Ombuds Office** (provides an informal, independent, confidential, neutral office that offers assistance and impartial advice regarding concerns related to the university.)

- (407) 823-6440 (during regular business hours)
- <http://www.ombuds.ucf.edu/>

### *Nonconfidential Resources*

**Student Care Services (SCS)** (provides assistance in accessing on-campus and off-campus resources for needs including academic, financial or personal distress, and medical concerns. SCS will help develop a follow-up care plan with the student to assist in achieving academic success.)

- (407) 823-5607 (during regular business hours)
- <http://scs.sdes.ucf.edu/>

## What Do I Do During and After a Disclosure?

As set forth above, responsible employees must report disclosures by students. The following is a helpful guide for responsible employees on how to effectively and appropriately handle disclosures of sex-based discrimination, sexual harassment, sexual assault, relationship violence and stalking by a student.

### *What to Do*

- **Listen without judgment and offer appropriate support and resources.** An example of an appropriate response: “I’m sorry this happened. I appreciated your telling me and would like to help. Is there anything I can do that would be most helpful to you right now?”
- **Inform the student early in your conversation that while your discussion will be private, it will not be confidential, given your status as a responsible employee.** An appropriate interjection may include, “*I feel like you may be going to tell me about an incident that I have a duty to then disclose to our Title IX Coordinator. I want you to understand that, while I am ready to hear what you have to say, there are confidential sources on campus that can give you information about reporting and help guide you through what reporting options are best for you.*” Remind the student that what they share with you is **not confidential** and notify them if they would prefer to speak to a confidential resource that they can contact the confidential resources listed in this guide or off-campus resources.
- **After a disclosure is made, reinforce reporting responsibilities and resources.** You may say something like: “*I want you to know that UCF takes these matters very seriously and after our conversation, I have a duty to report your disclosure to the Title IX Coordinator. A staff member in that office will then reach out to you to explain your rights, reporting options and the resources that are available for you here on campus. While I have a duty to report this disclosure, you will be able to make a decision whether you want to work with that office or not in this matter.*” Provide additional resources to the student, verbally and in writing.
- **Report all available information to the Title IX Coordinator.** It is important that you contact the Title IX Coordinator immediately to report the concern. File a report on the [LetsBeClear.ucf.edu](https://letsbeclear.ucf.edu) website. You will be asked to provide as much information as you have, including the nature of the complaint, the names and contact information for parties involved, and any actions you may have already taken to address the concern.
- **Remember to take care of yourself.** Responding to a concern of discrimination, discriminatory harassment, or retaliation may be stressful for you, too. Reach out to the Employee Assistance Program (EAP) to access confidential help and support.

### *What Not to Do*

- **Never promise confidentiality.** You are not able to keep information regarding Title IX-related concerns confidential. Be transparent with the student that you can provide privacy and discretion, but not confidentiality.
- **Never tell the student you won’t report their concern, even if they ask you not to.** As a responsible employee, you are obligated to report any knowledge of discrimination involving an employee to the Title IX Coordinator. Failure to do so may result in consequences for you.
- **Never attempt to investigate a Title IX-related concern or remedy the situation.** While you may be well-equipped to manage various types of issues, Title IX-related concerns should always be addressed with the assistance of the Title IX Coordinator since they are the subject-matter experts. Reach out directly to discuss actions you may be able to take to assist an individual.

**We are all responsible for creating a safe and nondiscriminatory working and learning environment for everyone in the UCF community.  
Remember, OIE is here to help! Always reach out if you have questions or concerns.**