

## **GUIDE FOR RESPONSIBLE EMPLOYEES (FACULTY AND STAFF) WHO LEARN OF SEXUAL MISCONDUCT OR VIOLENCE AFFECTING THE CAMPUS COMMUNITY**

The University has an obligation under a federal law known as Title IX to keep the University environment free from unlawful sexual discrimination. Unlawful sexual discrimination includes allegations of sexual violence or harassment, domestic violence, stalking or misconduct occurring both on and off campus, when the conduct impacts the University environment. The University is required to take immediate and appropriate steps to investigate allegations of sexual misconduct or violence, and to resolve the matter promptly and equitably. This guide provides some practical advice on what to do when you, as a responsible employee, learn of alleged sexual misconduct or violence involving a member of the University community.

### **What should you do when faced with an allegation that a member of the University community has been a victim of sexual misconduct or violence?**

1. As a responsible employee, you are required to contact Pitt-Bradford's Title IX Liaison promptly at 814-362-7513. If you believe there is a risk of imminent harm to someone, you should also contact Campus Police immediately at 814-368-3211 or 10333 from a campus phone.
2. Early in the conversation with the victim, explain that you are obligated to report the incident to the Title IX office and that you cannot maintain complete confidentiality.
3. If the victim wants to talk with someone who can maintain complete confidentiality, direct the victim to confidential resources such as the Counseling Center at 814-362-5272.
4. If the victim wants to tell you what happened, but also wants to maintain confidentiality, you should tell the victim that the University will consider the request, but that you must report to the Title IX office and cannot guarantee that the University will be able to honor the request for confidentiality.
5. If the victim proceeds, listen empathetically. Encourage, but do not pressure, the student to seek help, counseling or medical assistance if appropriate, and/or to contact the Judicial Affairs office or the Title IX office.
6. Encourage the victim to contact law enforcement so that the situation can be addressed and prevented in the future.
7. Ask about any immediate needs of the person.
8. Resource you should provide the student:  
    **“Sexual Assault Awareness and Prevention” at: <https://upb.pitt.edu/administrative-offices/health-services/sexual-assault-awareness>**
9. After the student leaves, call the Title IX office at 814-362-7513. Provide all details.
10. Contact/inform your immediate supervisor, Director or Dean to let them know you have made a report to the Title IX office. In most cases, it is not necessary to provide the names of people involved to your supervisor.
11. Do not try to mediate or resolve the issue yourself.

## **After reporting to Title IX, what ongoing responsibilities do you have?**

After meeting with the victim and reporting the matter to the Title IX office, you have fulfilled your primary responsibility. The University, through its Title IX Officer and sometimes the Office of Judicial Affairs and/or Campus Police, will then take prompt action to respond to the matter which may include an appropriate investigation, the provision of support and resources, and resolution. These University offices have considerable, specialized experience and expertise in handling these matters.

While the University is responding, you may need to play a limited role, such as helping effectuate interim measures or potentially serving as a witness. If this occurs, you should coordinate closely with the Title IX and Judicial Affairs offices, because of their expertise and experience, to make sure you are acting in compliance with University protocol and the law. Unless there is an issue that demands immediate attention due to time constraints, do not try to handle these issues alone.

In addition:

1. Watch the University environment for any signs of any ongoing problems. Be alert for retaliation, which is prohibited.
2. Immediate interim measures, (steps taken right away to mitigate any effects on the education environment), may be appropriate, such as separating the alleged perpetrator and victim. Absent an urgent, time-sensitive issue, you must coordinate these activities with the Title IX office.
3. Keep the allegations as confidential as possible (no office chatting).
4. Treat the people involved fairly and respectfully.
5. Be mindful of the rights of all parties.
6. Do not take sides.

## **UNIVERSITY RESOURCES**

### **Title IX Liaison**

**Eddie Buggie**

ebuggie@pitt.edu

Hanley Library

814-362-7513 (8:30 am-5:00 pm, Monday-Friday)

### **Campus Police**

814-368-3211

10333 by campus phone

### **Counseling Services**

226 Frame-Westerberg Commons

814-362-5272 (8:30 am-5:00 pm, Monday-Friday)

### **Office of Judicial Affairs**

Dr. Michele Cruse

[mmc144@pitt.edu](mailto:mmc144@pitt.edu)

814-362-7657

220 Frame-Westerberg Commons (8:30 am-5:00 pm, Monday-Friday)

### **Health Services**

226 Frame-Westerberg Commons

814-362-5272 (8:30 am-5:00 pm, Monday-Friday)

## **COMMUNITY RESOURCES**

### **Crisis Response Lines**

Bradford YWCA:

Victims' Resource Center: 814-368-4235

Sexual Assault/Violence Hotline: 888-822-6325 (24 hrs)

The Guidance Center:

Crisis Intervention Line: 814-362-4623 or 1-800-459-6568 (24 hrs)

### **Bradford Regional Medical Center**

Main: 814-368-4143

Emergency Department: 814-362-8274

Women's Health Services: 814-362-8480

### **Bradford City Police**

814-368-6133

911

## **ONLINE RESOURCES**

**Pitt-Bradford Sexual Assault Awareness and Prevention:** <https://upb.pitt.edu/>

[administrative-offices/health-services/sexual-assault-awareness](https://upb.pitt.edu/administrative-offices/health-services/sexual-assault-awareness)

**YWCA Bradford:** <http://www.ywcabradford.org>

**University of Pittsburgh Sexual Harassment and Assault Response and Education (SHARE):** <https://www.studentaffairs.pitt.edu/share/>