

# RESPONSIBLE EMPLOYEES

Staff and Faculty Responsibilities Under Title IX

UtahStateUniversity™

AFFIRMATIVE ACTION  
TITLE IX

The first person a sexual violence victim discloses an experience to can have a great impact on their healing process and whether they report to authorities or seek resources.

All Utah State University employees\* are “responsible employees” under Title IX and must contact USU’s Title IX Coordinator about disclosures of any form of sexual harassment, including sexual assault, intimate partner violence or stalking. The best way to support a student disclosing an incident to you is to inform them of your reporting obligations, express your belief in them, refer them to help, and report the disclosure to Title IX.

## IMMEDIATE THREATS

If you think there is an immediate threat to an individual, **dial 911 or call USU Police at 435.797.1939.**

## IF YOU RECEIVE A DISCLOSURE

1

**INFORM** the student as soon as possible in the conversation that you will do whatever you can to respect their privacy, but let them know you cannot ensure full confidentiality because of your reporting obligations.

For example, you could say: *“It sounds like you’re about to share something very important. Before you continue, I would like to let you know the limits of my confidentiality. I may need to report certain information to the Title IX Office, and in some cases, provide identifying information about what you share. How can I support you?”*

2

**LISTEN** without judgment to the student if they would still like to discuss their experience with you. Respond with compassion, avoid questioning them and express your belief in them. If the survivor isn’t comfortable sharing information with you, given your reporting obligations, be sure to refer them to help (see other side).

3

**REFER** the student to services available to them (see other side). Your report to Title IX will provide a first step for us to reach out to the student but let them know our office can offer support services and accommodations to help them, even if they would rather not pursue an investigation.

4

**REPORT** the disclosure to Title IX online at [aaeo.usu.edu](https://aaeo.usu.edu) as soon as possible. You are also welcome to reach out to the Title IX Coordinator:

[titleix.usu.edu](https://titleix.usu.edu) | 435-797-1266 | [titleix@usu.edu](mailto:titleix@usu.edu)

\*Exemptions from reporting only exist for employees who serve in a professional role for which communication is privileged. These include those who provide professional health care, mental health services and victim advocacy.

# REFERRALS FOR SUPPORT SERVICES

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## CONFIDENTIAL - Personal Information Not Shared

### **USU Counseling and Psychological Services (CAPS)**

Professional, licensed counselors offer individual and group mental health services free of charge to USU students enrolled in at least 9 credit-hours.

Taggart Student Center, Rm 306  
435.797.1012  
[usu.edu/counseling](http://usu.edu/counseling)

### **Sexual Assault and Anti-Violence Information Office (SAAVI)**

Offers victim advocacy and help with protective orders and understanding rights. Short-term crisis counseling by a licensed counselor. Services available free of charge to all students, staff and faculty.

Taggart Student Center, third floor  
435.797.7273 (24-hour crisis line forwards to CAPSA after work hours)  
[usu.edu/saavi](http://usu.edu/saavi)

### **Citizens Against Physical and Sexual Abuse (CAPSA)**

Off-campus advocacy, help with protective orders and counseling for victims of sexual violence, including sexual assault, intimate partner violence and stalking.

435.753.2500 (available 24/7, 365 days/year)  
[capsa.org](http://capsa.org)

## PRIVATE - Information Protected but Not Confidential

### **USU Title IX Office**

Investigates reported incidents and assists with safety, housing and academic accommodations. The Title IX Coordinator's role is to stop the conduct, prevent its recurrence and address any effects. Contacting the Title IX office does not automatically start an investigation. Title IX's process is administrative, not criminal. To report a crime, contact USU Police.

Old Main, Rm 161  
435.797.1266  
[aaeo.usu.edu](http://aaeo.usu.edu)  
[titleix.usu.edu](http://titleix.usu.edu)

## NOT PRIVATE - Information May Become Public Record

### **USU Police**

Investigates crimes and ensures safety. Officers are trained in trauma-informed investigation, and victims are encouraged to reach out to an advocate or friend to support them during the process. All reports to USU Police are sent to USU's Title IX office.

800 E. 1250 N., Logan  
435.797.1939  
[dps.usu.edu/police](http://dps.usu.edu/police)