

Sexual Misconduct Disclosure Procedures

Employee Response
Coeur d'Alene

Listen for behaviors that may amount to sexual harassment, sex-based discrimination, sexual assault/violence, dating/domestic violence, stalking.

Leading phrases someone may say to you:

"I have a friend who..."

"Something happened this weekend."

"I don't want to get (anyone) in trouble."

"I don't know what to do."

"This class is hard to go to now."

A.I.R.R.

1. **Assess** immediately for health and safety.
2. **Inform** the student of your reporting obligation. You cannot promise confidentiality, only privacy
3. **Refer** student to available resources.
4. **Report** the documented conversation to OCRI.

Report online to uidaho.edu/vandalcare

Report all acts of reported sexual misconduct to the Office of Civil Rights and Investigations (OCRI)

What is your role?

- Report incident
- Be nonjudgmental
- Be kind
- Be informed

What should you leave to the experts?

- Investigation
- Counseling
- Follow-up/questions
- Support & Accommodations

Office of Civil Rights and Investigations/ Title IX Coordinator	208-885-4285 Erin Agidius	Kootenai County Sheriff	208-446-1300
Dean of Students	208-885-6757	Legal Aid*	208-667-9559
Women's Center*	208-885-2777	Safe Passage*	208-664-9303
ASUI Representative	208-885-6583		
Counseling Center*	208-885-6716		
Kootenai Hospital*	208-625-4000		
NW Urgent Care	208-209-2060		
Ombuds*	208-885-7668		
Coeur d'Alene Police Dept.	208-796-2320		

**Confidential Resource: Confidential reporting locations do not disclose the information shared to the university, the police, or anyone else without permission or as required by law (e.g., Clery Act crimes, child abuse, imminent threat of harm). Please note: Gritman Medical Center will contact police and ATVP but it is their decision if they want to speak with an agency representative.*

A way to gently interrupt & inform of your obligation:

I apologize, I need to stop you. I want you to know that I care about you and want to help you get the support you need, but as a University employee, I am required to report some details about this case to our university and give your name and contact information to the Office of Civil Rights and Investigations (OCRI).

I want you to know this upfront. In reporting this information, OCRI will be in contact with you to determine if an investigation needs to occur and then potentially a judicial/conduct case needs to be initiated. I want you to know that the staff in OCRI who conduct these investigations are student-survivor centered. You are brave to come forward and I know how difficult this is to talk about and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. The OCRI staff does not think that way and please do not be afraid to talk to them. They are here to help, just as I am. If OCRI determines that a case is warranted, the OCRI staff will discuss with you the process and ways in which efforts are made to protect your privacy. The information I share will be shared with the utmost discretion and will only be shared with those people who need to know. You certainly don't have to participate — that decision is entirely yours.

I want to give you this information so you can make an informed choice about what you disclose to me today. If you would rather talk to someone who can ensure your confidentiality, I am more than happy to connect you with an advocate from Alternatives to Violence of the Palouse (ATVP) or take you to the Counseling or Testing Center CTC. What would you like to do?

Sample email response to a written disclosure:

[Student],

I am truly sorry to hear about what happened. I want you to know that I care about you and want to help you. If you're interested, I can recommend several resources available to assist you during this difficult time.

The staff in the Office of Civil Rights and Investigations is an excellent starting resource that is student-survivor centered. You are brave to come forward and I know how difficult this may be and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. I encourage you to consider talking with the Office of Civil Rights and Investigations staff as they are here to support you and do not think that way. They are there to help. I must provide the Office of Civil Rights and Investigations with your name and contact information so they can reach out to you and discuss with you your options. They also can explain the many ways in which efforts are made to protect your privacy. The information I share will be handled with the utmost discretion and will only be shared with those people who need to know.

Please know that I will help in any way I can. However, the Office of Civil Rights and Investigations staff are the experts and will work with you to ensure that you are informed and supported every step of the process.