SEXUAL MISCONDUCT DISCLOSURES: RESPONSIBLE EMPLOYEES GUIDE

Unless designated as a confidential resource (e.g. counselors or clergy), USM employees are responsible employees and must report incidents of sexual misconduct to the Title IX Coordinator. If someone discloses an incident of sexual misconduct to you, please do the following:

LISTEN

Disclosing a sexual misconduct experience can be very difficult. Acknowledge and validate the person's report, feelings, and concerns. Thank them for coming forward. Provide support and listen without making judgments. Avoid questions that suggest blame or show doubt. You help best by listening and showing support. Remember to respond with compassion and sensitivity.

CONFIRM

ALWAYS consider the person's safety first. If they are unsafe or need medical assistance, assist them by creating a plan to get to a safe place and receive medical attention. Call 911 or Student Health Services. Contact campus police if there is an immediate threat of harm to the person or someone else.

INFORM

As early and as sensitively as possible, inform the person that you are a responsible employee and must report information provided to the Title IX Coordinator. Make the person aware that the University is committed to maintaining a campus environment that is safe and takes allegations of sexual misconduct seriously. In addition, let the person know that there are resources available that provide confidential assistance.

REPORT

Report promptly to the Title IX Coordinator. As a responsible employee, you are obligated to report ALL relevant details to the Title IX Coordinator. This information can be reported in person, by phone, or by using the online reporting form.
REMINDERS:

- Your role is to report the information you know. Do not try to determine the truthfulness of the person's story or the severity of the allegation prior to reporting the concern. Do not initiate an investigation.
- Advise the person that you can protect their privacy (i.e. you won't disclose to anyone except University officials who need to know to resolve the matter), but do not promise confidentiality. Explain your responsibilities with compassion and sensitivity.
- Refer available resources when appropriate. However, let them know the Title IX Office can provide resources in greater detail.
- Do not delay reporting. Report to the Title IX Coordinator promptly, per federal requirement.
- You must report to the Title IX Coordinator, but the person is NOT required to file a formal complaint. They can return to file a complaint at any time.
- Retaliation against persons who make complaints and/or participate in Title IX investigations is strictly prohibited and should be reported.

Why is reporting IMPORTANT?

The Title IX Office may need to implement measures and remedies to protect the person involved and the broader campus community. In addition, failing to report can lead to liability issues.

REPORT TO:

Title IX Coordinator
Rebecca Malley, Ph.D.
Harkins Hall Room 116
Hattiesburg Campus
601-266-6804
rebecca.malley@usm.edu

Deputy Title IX Coordinator
Lenore M. Schaffer, Ph.D.
Harkins Hall Room 116
Hattiesburg Campus
601-266-4466
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FOR MORE INFORMATION VISIT: WWW.USM.EDU/SEXUAL-MISCONDUCT