The University of Rhode Island seeks to maintain a learning community free from any form of sexual harassment of any member of the URI Community, including sexual violence of any kind. Under RI Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy, all Faculty and any Staff who supervise one or more employees and witness or receive a disclosure of actual, suspected, or alleged incidents of sexual violence, relationship violence or stalking involving any member of the URI Community, must immediately report it via the Responsible Employee Incident Report Form which will go directly to the URI Title IX Coordinator in the Office of Affirmative Action when the alleged incident involves an employee, guest or vendor and will be referred to the Dean of Students in the Office of Student Affairs when the alleged incident involves students only. This allows the University to offer a range of resources and options to impacted students. Employees who are empowered by law to maintain confidentiality, Health Services, Counseling Center and Pastoral/Chaplain Services, are exempted from reporting.

What to Do
When a Community Member Reports
Sexual Assault, Intimate Partner Violence, and/or Stalking

DEFINITIONS

Responsible Employee
All Faculty and any Staff who supervise one or more employees are responsible employees, AND as such are obligated to report all actual, suspected or alleged incidents of sexual harassment and sexual violence which are reported to them, or of which they become aware, using the on-line Responsible Employee Incident Report Form.

Confidential Employee
Any employee who is entitled under state law to have privileged communications. URI Student Health Services, URI Counseling Center and Pastoral/Chaplain Services fall within this exemption.

Campus Security Authority
Any Official who has a significant responsibility for student and campus activities AND as such is responsible to report incidents of sexual violence or other crimes to the URI Police Department or the Title IX Office in a timely manner. Note: Definitions of Reportable Crimes listed on Page 39 of URI Annual Security Report

What to do
• Inform the reporting party early in your conversation that while your conversation will be private, it will not be confidential, given your status as a Responsible Employee. The University takes these matters very seriously and using the on-line Responsible Employee Incident Report Form it will go directly to the Title IX Coordinator who will respond when the alleged incident involves an employee, guest or vendor or be referred to the Dean of Students when the alleged incident involves students only. Let the person disclosing know they will have choices, depending on the status, about whether to talk with the Title IX Office or Dean of Students or engage with any other offices—that will be their decision.
• Inform the reporting party about Confidential Resources (see reverse) including:
  Health Services, Counseling Services and Pastoral/Chaplain Services
• Listen without judgment and offer your support. “I’m sorry this happened. I appreciate you telling me. How can I help?”
• If possible, obtain the alleged perpetrator’s and reporting party’s names, date, time and location of incident.
• Report information as indicated above to Title IX Coordinator. “I know this was hard to share with me. I am now going to make a report to an office that can help. The University will reach out to you to offer assistance and options.” The information should be reported by submitting a Responsible Employee Incident Report Form online at:

Responsible Employee Incident Report Form

You will need your Sakai user name and password to access the form.

What NOT to do
• Do NOT promise confidentiality. You are not able to keep information completely confidential, and you should never promise confidentiality. You should instead offer privacy and discretion.
• Do NOT tell the reporting party that because they asked you not to tell anyone or report the incident to the institution, you will not. As a Responsible Employee, you are obligated to report the incident.
• Do NOT offer or attempt to investigate the information shared with you or mediate the situation between the people involved.
Report incident as soon as possible via on-line Responsible Employee Incident Report Form.

Call URI Police at 401.874.2121 immediately if you witness a criminal event or you believe there is an immediate threat to the campus community or the safety of any person.

Why Report? Reporting is important for many reasons including it is required by federal law, failure/delay could cause harm to those involved and failure/delay could expose URI to legal and regulatory liability.

What Happens Next? Appropriate University offices will assist the reporting party with any immediate concerns, such as safety and housing or classroom arrangements, connect them to on and off-campus resources, and determine the appropriate investigatory action in response to the report.

**URI CONFIDENTIAL RESOURCES** (not required to report incident)

**Health Services**
Butterfield Rd
401.874.2246  email: health@uri.edu
health.uri.edu/appointments/

*Drop-in Monday through Friday 8:00am - 8:00pm
Saturday, Sunday, & Holidays 10:00am - 4:00pm*

**Counseling Center**
217 Roosevelt Hall
401.874.2288
uri.edu/counseling

*Counseling by drop-in Monday through Friday 10am -3pm
Appointment Hours Monday - Friday 8:30am - 4:30pm Tues & Wed until 6:30pm*

**Pastoral/Chaplain Services**
URI Chaplains Association
6 Fraternity Circle
401.874.2740

**URI PRIVATE RESOURCES** (must report incident)

**Women's Center**
22 Upper College Rd
401.874.2097  email: women@etal.uri.edu
uri.edu/womenscenter

**Violence Preventon & Advocacy Services**
401.874.9131  email: vpas@etal.uri.edu
health.uri.edu/vpas

**EXTERNAL RESOURCES**

**South County Hospital**
100 Kenyon Ave
Wakefield, RI
401.782.8010
24 hr help for medical and psychiatric emergencies

**Domestic Violence Resource Center of South County**
61 Main St.
Wakefield, RI
40.782.3990
24 hr helpline for victims of domestic violence and abuse

Additional information and resources can be found online at: [uri.edu/affirmativeaction/title-ix](http://uri.edu/affirmativeaction/title-ix)