

## FAQs

**Q: What do I do if someone starts to disclose something that may be related to sexual harassment, sexual violence, or other prohibited behavior?**

**A:** Before any details are disclosed, tell them that you are a responsible employee and any information shared with you will be reported. Offer them information on confidential resources (listed on the back side of this brochure) if they do not wish to report.

**Q: Are non-supervisory staff considered responsible employees?**

**A:** Non-supervisory staff members, unless otherwise indicated as a confidential resources, are responsible employees and are required to report any disclosures of sexual violence, sexual harassment, or other prohibited behavior.

**Q: If I hear about an incident that happened a few years ago, do I still have to report it?**

**A:** All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable the University to respond, investigate, provide an appropriate remedy, and impose discipline, if appropriate.

**Q: Where can I find UC's Policy on Sexual Violence and Sexual Harassment?**

**A:** You can find the policy on UCSB's Sexual Violence Prevention and Response website.

## CONFIDENTIAL RESOURCES

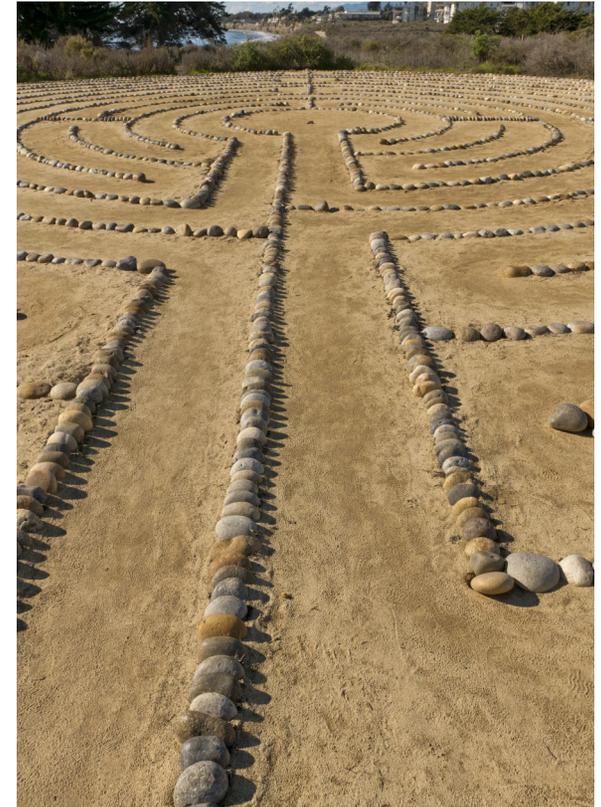
### On-campus:

- **Campus Advocacy Resources & Education (CARE)**  
<http://wgse.sa.ucsb.edu/care/home>  
(805) 893-4613 (24-hour advocacy)  
(805) 893-3778 (general inquiries)
- **Office of the Ombuds**  
<https://ombuds.ucsb.edu/>  
(805) 893-3285
- **Counseling & Psychological Services (CAPS)**  
<http://caps.sa.ucsb.edu/>  
(805) 893-4411 (24-hour)
- **Academic & Staff Assistance Program (ASAP)**  
<http://www.hr.ucsb.edu/employee-services/counseling-consultation/academic-staff-assistance-program>  
(805) 893-3318

### Off-campus:

- **Santa Barbara Rape Crisis Center**  
<http://www.sbrapecrisiscenter.org/>  
(805) 564-3696 (24-hour)  
(805) 963-6832
- **Domestic Violence Solutions for Santa Barbara County**  
<http://www.dvsolutions.org/>  
(805) 964-5245 (24-hour)

# RESPONSIBLE EMPLOYEES



## TITLE IX & SEXUAL HARASSMENT POLICY COMPLIANCE OFFICE

3217 Phelps Hall  
(805) 893-2701  
<https://oeosh.ucsb.edu/titleix/>

## DEFINING RESPONSIBLE EMPLOYEES

Any University employee who is not a Confidential Resource and who receives, in the course of employment, information that a student (undergraduate, graduate, or professional) has suffered sexual violence, sexual harassment or other prohibited behavior must promptly notify the Title IX Officer or designee. **This includes Resident Assistants, Graduate Teaching Assistants, and all other student employees, when disclosures are made to any of them in their capacities as employees.**

In addition, the following who, in the course of employment, receive a report of Prohibited Conduct from any other person affiliated with the University shall notify the Title IX Officer or designee:

- UC Police Department
- Human Resources, Academic Personnel, Title IX professionals
- Managers and Supervisors, including Deans, Department Chairs, and Directors of Organized Research Units (ORU)
- Faculty members

A list of confidential resources can be found on the back side of this brochure.



## REPORTING OPTIONS & OFFICES

The Title IX & Sexual Harassment Policy Compliance Office (TIX/SHPC) is the official campus reporting location for UCSB. **A report to the TIX/SHPC or any responsible employee places the University “on notice” and initiates a University response.**

Reports to local law enforcement must be made separately if criminal investigation or prosecution is desired.

Any person may make a report, including anonymously. Though there is no time limit for reporting, reports should be made as soon as possible. Even if significant time has passed, all incidents should be reported, but prompt reporting will better enable the University to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate.

The TIX/SHPC will determine whether the report alleges an act of sexual harassment or sexual violence as defined in the UC Policy.

## REPORTING RESOURCES

- **Title IX & Sexual Harassment Policy Compliance Office (TIX/SHPC)**  
<https://oeosh.ucsb.edu/titlix/>  
(805) 893-2701
- **UC Police Department (UCPD)**  
<http://www.police.ucsb.edu/>  
(805) 893-3446
- **Isla Vista Foot Patrol**  
<http://www.sbsheriff.org/ivfp.html>  
(805) 681-4179; (805) 681-4100 (*after hours*)

## FOR FACULTY & SUPERVISORS

If someone discloses an incident of sexual harassment, sexual violence, or other prohibited behavior to you, you must report the incident to the TIX/SHPC. Also tell the person that:

1. You must report the names of people and facts involved in the alleged incident.
2. The person can request that the University maintain his/her confidentiality, which the University will consider.
3. There are confidential resources available (please see the back of this brochure for a list of confidential resources).

## FOR STUDENT EMPLOYEES

If a student discloses an incident of sexual harassment, sexual violence, or other prohibited behavior to you while you are in your capacity as a UCSB employee, you must notify the TIX/SHPC. If you cannot determine if the disclosure happened under your role as a student employee, please contact the TIX/SHPC.