

# What Should I Do If Someone Reports Sexual Assault, Dating Violence, Stalking or Harassment To Me?

## Action

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Listed below is a checklist to complete if someone reports a sexual assault, incident of dating violence, stalking or harassment to you. These action items are intended to connect the survivor with any or all available resources that he or she may desire. The survivor has chosen to open up to you which reflects a level of trust in you. Your response is critical in providing as much support to the survivor as he or she may desire.

However, as a University staff or faculty member it is also your responsibility to inform the survivor that you cannot guarantee his or her confidentiality; but will do your best to honor their request.

\_\_\_ **Support the Survivor:** Allow him or her to share openly without making judgments or evaluations.

\_\_\_ **Report the Assault:** Ask the survivor if he or she wants you to call University Police.

If the survivor is willing, contact the USC Upstate Department of Public Safety at (864) 503-7777. Remind the survivor that reporting the crime is not the same as prosecuting the crime.

*If the survivor does not want you to call University Police, move to the next step.*

\_\_\_ **Seek Professional Assistance:** Ask the survivor if he or she would like for you to involve an advocate in the process. Inform the survivor about the services available at USC Upstate Counseling Services (864-503-5915). Counselors are on call 24/7 to provide support, information and any necessary referrals. For after hours and weekend services call 864-503-7777. A state certified victim's advocate is also available 24/7 to provide support and information regarding the criminal justice process. Advocates can also be reached 24/7 at 864-503-7777.

*If the survivor does not want you to call University Police or Counseling Services, move on to the next steps.*

- **Recommend Medical Attention:** Encourage the survivor to seek medical attention. Getting medical attention immediately after an assault is important, whether or not a survivor reports the assault. Medical attention can detect, document and treat physical injury, sexually transmitted infections and pregnancy. Go to the Spartanburg Medical Center emergency room at 101 E. Wood Street Spartanburg, SC 29303. 864-560-6000.
- **Seek Emotional Support:** Encourage the survivor to seek emotional support and assistance. He or she can receive free, confidential counseling at Counseling Services. Call 864-503-5195 for an appointment.
- **Seek judicial Support:** Explain to the survivor that the Title IX Coordinator, Dean of Student's Office and Office of Equal Opportunity Programs can assist with filing a complaint against the alleged assailant by initiating a "No Contact Order," arranging interim protective measures (such as room changes, class schedule changes, etc.) and completing an investigation. Let the survivor know that initiating an investigation of student misconduct or equal opportunity program (EOP) is not the same process as filing a police report.

The Dean of Students is responsible for the on-campus judicial process involving students alleged to have violated the Student Code of Conduct. To make a report of student misconduct visit <https://publicdocs.maxient.com/incidentreport?UnivofSCUpstate>.

The Office of Equal Opportunity Programs (EOP) ensures students are protected from discrimination on the basis of race, color, age, sex, religion, national origin, disability, sexual orientation or veteran status.

Title IX is a federal law that prohibits discrimination on the basis of sex. Acts of sexual violence constitute sex discrimination prohibited by Title IX. The EOP Office investigates allegations of sexual assault under Title IX. For more information call 864-503-5354.

- **Offer to Connect the Survivor with Relocation Services:** If the survivor does not feel safe in his or her current residence you can offer to connect them with the following resources for temporary housing: For on-campus residents, call 864-503-5422 (8:30 a.m. to 5:00 p.m. Mon-Fri) or 864-503-5988 (anytime) to be connected with a Housing & Residential Life Staff Member.
- **Report the Incident to the Title IX Coordinator:**

- Submit the Interpersonal Violence Form at [http://www.uscupstate.edu/about\\_upstate/forms/forms.aspx?ekfrm=44182](http://www.uscupstate.edu/about_upstate/forms/forms.aspx?ekfrm=44182).

Provide your name and contact information. If the survivor requests anonymity, explain that you will honor their request. In most cases the Title IX Coordinator can respect requests for anonymity; however, there may be special instances wherein we are not able to honor a request for anonymity; i.e. a repeat offense, a very serious allegation, or the need to protect the community from extreme danger.

## RESOURCES

<p>Safe Homes Rape Crisis Coalition                  236 Union Street                  Spartanburg, SC 29306                  1-800-273-5066 (24 Hour Hotline)  <a href="http://www.shrcc.org">www.shrcc.org</a></p>	<p>USC Upstate Counseling Services                  800 University Way                  Spartanburg, SC 29303                  Campus Life Center Suite 224                  864-503-5195 (for appointments)  <a href="http://www.uscupstate.edu/studentaffairs/counseling">www.uscupstate.edu/studentaffairs/counseling</a></p>
<p>USC Upstate Health Services                  995 University Way                  Spartanburg, SC 29303                  864-503-5191(Call for appointments but walk-ins accepted)  <a href="http://www.uscupstate.edu/studentaffairs/health">www.uscupstate.edu/studentaffairs/health</a></p>	<p>USC Upstate Dean of Students/Judicial Affairs                  800 University Way                  Spartanburg, SC 29303                  Campus Life Center Suite 303  <a href="http://www.uscupstate.edu/studentaffairs/dean">www.uscupstate.edu/studentaffairs/dean</a></p>
<p>USC Upstate Department of Public Safety                  219 N. Campus Blvd.                  Spartanburg, SC 29303                  864-503-7777  <a href="http://www.uscupstate.edu/campus_services/police">www.uscupstate.edu/campus_services/police</a></p>	<p>USC Upstate Office of Equal Opportunity                  800 University Way                  Spartanburg, SC 29303                  Administration Building Suite 310                  864-503-5354  <a href="http://www.uscupstate.edu/offices/humanresources/ereo">www.uscupstate.edu/offices/humanresources/ereo</a></p>
<p>Housing &amp; Residential Life (HRL)                  USC Upstate Palmetto House                  470 Hodge Dr.                  Spartanburg, SC 29303                  864-503-5988  <a href="http://www.uscupstate.edu/campus_life/housing">www.uscupstate.edu/campus_life/housing</a></p>	<p>Spartanburg Regional MC Emergency Room                  101 E. Wood Street                  Spartanburg, SC 29303                  864-560-6000  <a href="http://www.spartanburgregional.com">www.spartanburgregional.com</a></p>