

# SEXUAL ASSAULT RESPONSE FOR MANDATED REPORTERS

*"It is the responsibility of the entire university community to foster a safe, healthy and nondiscriminatory learning, living and working environment that is free from sex discrimination of any kind." Policy 162.71*

## OVERVIEW OF MANDATED REPORTERS

All NDSU employees who observe or receive a report of any form of sexual misconduct must notify the Title IX Coordinator or the Equity Office (NDSU Policy 162.7). This document is intended to act as a guide to help mandatory reporters talk with a student who may have experienced violence. It is important to remember that every situation and student is different. A student who chooses to talk with you about their experience is doing so because you are someone they trust to listen and be caring and supportive.

### MUST DO'S of responding to disclosure of interpersonal violence

- Explain your reporting obligations through Title IX to the student.
- Refer the student to campus resources like the Sexual Assault Prevention and Advocacy Coordinator and the Counseling Center. Additional campus and community resources are listed.
- Submit your completed report to Title IX within three business days at [www.ndsu.edu/equity/forms](http://www.ndsu.edu/equity/forms).

### DO'S of responding to disclosure of interpersonal violence

- Listen with empathy. Stay calm, nonjudgmental and supportive.
- Remember this student trusted you to tell you about a traumatic event in their life.
- Refer to relevant resources.
- Help the survivor explore options. Support and respect their decisions.
- Remember the student trusted you to be supportive during a difficult time. Connect the student with Sexual Assault Prevention and Advocacy so the student may discuss options and resources.

### DON'TS of responding to disclosures

- Don't promise confidentiality or anonymity.
  - Explain that you must report to Title IX but you will not disclose information to colleagues, other students, etc.
- Don't make statements or ask questions that blame the student for the assault (ex. questioning what the student was wearing, if they had been drinking, etc.)
- Don't investigate the situation on your own. Equity Office staff and/or the Sexual Assault Prevention and Advocacy Coordinator can help a student understand their rights and determine if they want to pursue an investigation.
- Don't take control, even if you think you know what's best.
- Don't contact law enforcement without the student's permission.

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## RESPONDING GUIDE

### RESPONDING TO A DISCLOSURE - STEP-BY-STEP GUIDE

- Move to a private, calm, safe location that is comfortable for the student.
- Explain confidentiality.
  - Explain to the student that as an NDSU employee you are a mandatory reporter. This means you are required to report the information to the Equity/Title IX office. A staff member for Equity/Title IX will reach out to the student via phone or email in the next few days. Remind the student that just because the information is reported to Equity/Title IX does NOT mean the student has to go through an investigation.
  - Let the student know that information shared with you will not be shared with other students or staff by you or by Title IX.
- Listen to the student in a nonjudgmental way.
  - Give the student the opportunity to speak in their own way at a pace that is comfortable to them.  
Do not pressure or confuse the student with too many questions.
  - The primary concern is the student's emotional state.
- Assess the immediate needs of the student including physical well-being and safety.
  - Medical attention
    - A Sexual Assault Forensic Exam (SAFE Kit) may be performed up to 96 hours following a sexual assault. In Fargo, a Sexual Assault Nurse Examiner (SANE) may perform a SAFE Kit at either the Sanford or Essentia emergency rooms.
    - Students also may seek medical attention from Student Health Service or their primary care provider.
  - Do not contact law enforcement without the student's permission.
- Refer to relevant resources.
- Submit your report to Title IX within three business days at [www.ndsu.edu/equity/forms](http://www.ndsu.edu/equity/forms).
- *optional* Follow up with the student in a few days or weeks.

#### Helpful Phrases to Remember

*I believe you. // This was not your fault. // I am here to listen. //  
You can tell me as much or as little as you would like. //  
Thank you for trusting me. // What can I do to help? //  
Thank you for telling me. // You are not alone. //*

## RESOURCES

### NDSU CONFIDENTIAL RESOURCES

#### Sexual Assault Prevention and Advocacy

Wallman Wellness Center 102 • 701-231-7331  
[ndsu.edu/studenthealthservice/sapa](http://ndsu.edu/studenthealthservice/sapa)

#### Student Health Service

Wallman Wellness Center 102 • 701-231-7331  
[ndsu.edu/studenthealthservice](http://ndsu.edu/studenthealthservice)

#### Counseling Center

Ceres Hall 212 • 701-231-7671 (available 24-7)  
[ndsu.edu/counseling](http://ndsu.edu/counseling)

### NDSU CAMPUS RESOURCES

#### Equity/Title IX

Old Main 201 • 701-231-7708  
[ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu) • [ndsu.edu/equity](http://ndsu.edu/equity)

#### University Police

1523 12<sup>th</sup> Ave N • 701-231-8988  
[ndsu.edu/police\\_safety/universitypolice](http://ndsu.edu/police_safety/universitypolice)

#### Disability Services

Main Library lower level 17  
701-231-8463 • [ndsu.disability.services@ndsu.edu](mailto:ndsu.disability.services@ndsu.edu)  
[ndsu.edu/disabilityservices](http://ndsu.edu/disabilityservices)

#### Dean of Students Office

Old Main 100 • 701-231-7701  
[ndsu.edu/deanofstudents](http://ndsu.edu/deanofstudents)

#### Office of the Ombuds *\*Graduate students/faculty*

Main Library 20C • 701-231-5114  
[ndsu.edu/ombud](http://ndsu.edu/ombud)

#### Career and Advising Center

Ceres Hall 306 • 701-231-7111 •  
[ndsu.cac@ndsu.edu](mailto:ndsu.cac@ndsu.edu)  
[career-advising.ndsu.edu](http://career-advising.ndsu.edu)

#### Fraternity and Sorority Life

Student Activities Office-Memorial Union  
701-231-8565 • [ndsugreek.com](http://ndsugreek.com)

### OFF-CAMPUS RESOURCES

#### Rape and Abuse Crisis Center

317 8<sup>th</sup> St N  
800-344-7273 or 701-293-7273 (available 24-7)  
[info@raccfm.com](mailto:info@raccfm.com) • [raccfm.com](http://raccfm.com)

#### Cass County Public Health

1240 25<sup>th</sup> St S • 701-241-1360  
[fargond.gov/city-government/departments/fargo-cass-public-health](http://fargond.gov/city-government/departments/fargo-cass-public-health)