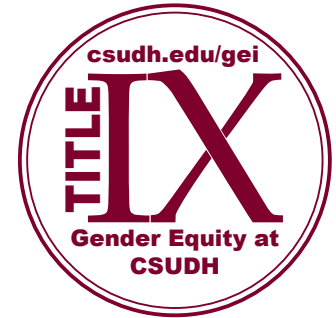


## 2020-21 Employee Reporting Guide Sexual Misconduct, Dating/Domestic Violence, and Stalking

If a colleague or student notifies you about recent or past sexual assault, incident related to dating/domestic violence, or stalking, please follow the steps below to provide a supportive response and fulfill your responsible employee reporting requirements under CSU EO 1095.

### When should I notify the Title IX Office?

- A colleague tells you that they're experiencing unwanted sexual advances in your workplace
- A student reports that they're experiencing domestic violence at home
- A coworker says that have PTSD from a past sexual assault
- **If you're unsure – give the Title IX Office a call and ask!**



### How should I respond to a disclosure?

1. **"Are you safe right now?"** Determine if there is an imminent threat of future harm. If there is a threat, call the CSUDH Police Department by dialing ext. 3333 or 911.
2. **"Thank you for telling me about this."** Thank them for confiding in you, support their decisions, and empathize with their experience.
3. **"Here are some resources available to you."** Let them know about the resources and options available to them or help them access the [csudh.edu/gei](https://csudh.edu/gei) for a full list.
4. **"As an employee at CSUDH, I'm required to notify the Title IX Office about what you've shared with me. After I notify them, they'll reach out and provide you with information about your resources and options. You can choose whether you'd like to meet with the Title IX Office or not."** Fulfill your responsible employee reporting requirements by notifying the Title IX Office when you find out about sexual misconduct, dating/domestic violence, and stalking by filling out the online form at [csudh.edu/gei/make-report](https://csudh.edu/gei/make-report) or calling (310) 243-1025. In response, someone from the Title IX Office will reach out via phone or email to consult with you about our next steps and provide resources and options.

### How should you notify the Title IX Office about a disclosure?

You can notify the Title IX Office however you are comfortable doing so – you even may schedule a meeting to talk about your options before providing identifying information. Please call the Title IX Office at (310) 243-1025 to schedule an appointment. To fill out the **online form**, visit [csudh.edu/gei/make-report](https://csudh.edu/gei/make-report) or download the **iToro App** to access the form from your smartphone.

### What resources are available?

1. **CSUDH Title IX Office: (310) 243-1025 or [csudh.edu/gei/make-report](https://csudh.edu/gei/make-report)**  
To notify the University about discrimination or harassment, provide resources, and discuss options (for students and employees).
2. **CSUDH Center for Advocacy, Prevention and Empowerment (CAPE) Advocate: (310) 242-2567 or [csudh.edu/CAPE](https://csudh.edu/CAPE) to schedule an appointment**  
To access confidential support and advocacy (for students and employees).
3. **CSUDH Police Department: (310) 243-3333 or 911**
4. **CSUDH Employee Assistance Program, Life Matters: (310) 243-3769 or 1-800-634-6433**  
To access confidential supportive resources (for employees).
5. **CSUDH Student Psychological Services: (310) 243-3818 or [csudh.edu/sps](https://csudh.edu/sps)**  
To access free, confidential therapy (for students).
6. **Off campus advocacy and support**