Employee Guidance for Responding to Disclosures of Sexual Violence or Harassment

It can be difficult for anyone who experiences sexual violence or harassment to make a disclosure. Individuals may be hesitant to disclose for a variety of reasons, including concern about not being taken seriously, fear of retaliation, and anxiety about losing autonomy and authority over the process. It is important that you inform them of their options, address their concerns, and affirm your commitment to respect their privacy while clarifying that you have a limited ability to ensure full confidentiality. If a survivor would prefer to speak with someone confidentially, your role is to help connect that individual to someone who can maintain confidentiality before the survivor discloses identifying information.

Guidelines for Responding
Remember SILVER if someone makes a disclosure of a sexual violence or harassment:

SAFETY
Ask “Is your immediate safety at risk?”
If yes, then contact Campus Police (530) 895-2351 for immediate assistance
If you witness violence, contact Campus Police (530) 895-2351 or 911
If you have concerns about an individual’s safety, contact Safe Place & Wellness Program at (530) 879-6184 for confidential crisis response and consultation

INFORM survivors as soon as possible that you will do what you can to respect their privacy, but let them know that there are limits to your ability to keep information private. Here is an example of what you can say about your limits to privacy:

“It sounds like you are about to share something important. Before you continue I would like to let you know my limits to confidentiality. I will always do what I can to respect your privacy; however, I cannot guarantee confidentiality. If you would like to speak to someone who can maintain full confidentiality, I would be happy to support you in doing so and can help connect you to those individuals. If you would like to continue speaking with me, I will need to consult with the Vice President of Student Services and, in certain cases, may have to provide identifying information regarding what you have shared. How can I support you?”

- In addition to submitting this form to the Vice President of Student Services you may need to provide identifying information to the appropriate office in the following situations:
  - If you perceive imminent harm to the survivor or to the community (e.g., suicidal or homicidal risk, severe bodily harm), consult with Campus Police and/or Title IX Coordinator & Compliance Officer (530) 893-7487
    - If you have identifying information that the incident is alleged to be perpetrated by a Butte College community member (student/staff/faculty), then you must consult with the Title IX Coordinator & Compliance Officer and may ultimately need to provide identifying information (See Your Responsibilities).
  - If you receive information about or have reason to believe that sexual violence or harassment is occurring/has occurred on campus property or during a Butte College activity, or is having continuing effects in the educational setting, then you must consult with the Title IX Coordinator & Compliance Officer and may ultimately need to provide identifying information.
LISTEN without judgment

- Believe survivors, regardless of their choices (e.g., dress, alcohol consumption, etc.)
- Limit your questions
- Offer compassion and empathy
- Do not blame the survivor for what occurred (e.g., do not ask “why” questions)
- Focus on a survivor’s experience without labeling or defining it for that individual
- Leave investigating and determining facts to those with the responsibility

VALIDATE feelings and reactions

EMPOWER - provide options and resources so the survivor can make informed choices, DO NOT make decisions for the survivor

REFER to resources - inform survivor of their rights to access the following (please initial that you have discussed each of the options below):

Confidential support, counseling, and advocacy (can also answer questions about reporting options):

- Safe Place & Wellness Program (SPWP) 530-879-6185. Provides crisis intervention, advocacy, legal advocacy, and campus advocacy. Educational programming.
- Rape Crisis Intervention (RCI) 530-891-1331. Provides 24 hour crisis line, peer counseling, rape and incest survivor groups and advocacy.

Reporting options:
- Title IX Coordinator & Compliance Officer 530-893-7487 SAS 249 Accepts inquiries, formal and informal reports of sexual harassment/violence as well as anonymous reporting. Responds to student code of conduct violations and all disciplinary actions.
- Butte College Campus Police 530-895-2351 or in person, Facilities, Planning and Maintenance (FPM). Responds to safety concerns and to violations of law, which may result in criminal proceedings.

Your Responsibilities
After you submit this form, the Vice President of Student Services or a representative will be in contact with you to offer support, identify additional resources, and, if necessary, discuss any follow-up that may be needed.

What you will be asked to share:

o In all cases, please initial on the lines above (See Refer) to confirm that you have provided referrals.

o If you know identifying information and the situation meets one or more of the criteria listed (See Inform), then you may be asked to provide that information to Butte College so the college can determine an appropriate response. It is the college’s obligation to take reasonable steps to eliminate sexual violence and harassment, prevent its recurrence, and address its effects; however, your submission of this form does not obligate survivors to file a formal report with the college. In every instance, the college will seek
to honor a survivor’s desire to remain anonymous and/or refrain from pursuing formal action and will take reasonable steps to respond consistent with such requests, though the ability to respond may be limited. In some circumstances (which are anticipated to be rare), the college may be unable to ensure anonymity as a result of obligations to pursue a more formal response.

**Contact Information**

Your name (please print):______________________________________________

Phone number: _________________________________

Date of Disclosure ______________________

Please return this form via campus mail to the Title IX Coordinator & Compliance Officer Student Services 249 Main Campus.