Responsible Employee
How reporting relates to your role

Student Staff Training 2022

Sexual Harassment/Assault Response & Education Title IX Office (SHARE)
take what you need
Agenda

• Policies
• Reporting responsibilities and expectations
• How to support someone who discloses their experience
• Resources
• Follow-up actions
Policies
Title IX is a one-sentence federal law that prohibits sex discrimination in educational programming, overseen by the Department of Education’s Office for Civil Rights.

As required by law, Stanford has developed and implemented sexual harassment policies and procedures.

- **Policy**: Stanford Administrative Guide 1.7.1 (Sexual Harassment) defines what conduct is expected of all Stanford community members.

- **Procedures**: Three new procedures (Title IX Procedure, SHARE Hearing Procedure, and SHARE Investigation Procedure) describe the manner in which Stanford investigates/adjudicates alleged violations of 1.7.1 involving students.
1.7.1 – Stanford’s Sexual Harassment Policy

Includes both “Title IX prohibited” conduct as that has been defined by the federal government, as well as University prohibited conduct, which is broader than the government’s definitions

- **Sexual Harassment**
  - Includes both Title IX Sexual Harassment and University Prohibited Sexual Harassment (which is broader)
  - Includes both quid pro quo and hostile environment sexual harassment

- **Sexual Assault**
  - Includes definitions for Incapacitation and Affirmative Consent
  - In addition to Title IX Sexual Assault, Stanford prohibits inducing incapacitation and recording/distributing sexual activity without consent

- **Relationship Violence**
  - Stanford prohibits psychological abuse in addition to physical violence and threats of violence

- **Stalking**

- **Violation of a University or Court Order**

- **Retaliation and Intimidation**

Sources: Stanford Admin. Guide 1.7.1 and SHARE video on policies/procedures/resources
Students who report experiencing or witnessing Prohibited Sexual Conduct will not be subject to any reporting or disciplinary action (commencing when such report is made) with respect to their alcohol or drug consumption in connection with reported incident(s) of Prohibited Sexual Conduct.

Sources: Stanford Alcohol and Other Drugs Policy
Reporting Responsibilities & Expectations
Responsible Employees must promptly report to the Title IX Coordinator if they know, or in the exercise of reasonable care, should have known, about prohibited sexual conduct.

Your Role as a Responsible Employee

Includes all faculty, staff supervisors, and student-facing staff, including student-staff (you!)
When to Report

You ARE required to report when you receive information of prohibited sexual conduct in your capacity as a Student Staff:

- during workshops and outreach;
- anytime you’re receiving information as a staff (e.g. someone approaches you because they know you’re a staff)

You are NOT required to report when you receive information from a friend as a friend, or otherwise unrelated to your staff role.

If in doubt, err on the side of reporting or calling to consult!
Reminders: How to Report

**911**
- If anyone is in danger or needs emergency assistance

**Title IX Coordinator**
- Report via email at titleix@stanford.edu, call (650) 497-4955, or visit Kingscote Gardens (2nd Floor; Suite 240)
- Provide names, dates, locations, and nature of conduct
- Can contact them for consult anytime

**Clery**
- (650-329-2413)
- If the alleged conduct involves: rape, fondling, incest, dating/domestic violence, stalking, drugging
- May need to call or submit electronic form, depending on type of crime
- Do not disclose party names without Complainant’s consent!
- You are also Campus Security Authorities (CSAs) per the Clery Act, which means you must report certain types of conduct to SUDPS

**Professional Staff**
- Direct or On-Call
- Will walk you through next steps, including Clery & Title IX
- Can provide options for confidential and non-confidential resources/consultation
- May organize temporary, interim measures for students

(and always loop in your professional staff!)
Impact student (survivor/complainant) is entitled to Supportive Measures upon report to SHARE Title IX Office, regardless of whether investigation is initiated

Types available
- Mutual contact restrictions
- Counseling
- Assistance seeking academic modifications
- Assistance seeking housing modifications
- Safety measures

Case by case assessment

Supportive Measures also available to Respondents
What Happens Next?

• Impacted student may meet with someone from the SHARE Title IX Office for more information and to explore/access supportive measures

• Impacted student can request an investigation
  • Three procedures, depending on facts and circumstances
  • Fair, impartial, trauma-informed

• Impacted student can choose to take no action
  • In most cases involving student Respondents, Complainant retains agency
    • Unless aggravating factors are present
    • In cases involving faculty/staff Respondents, Stanford may be required to investigate under state laws
  • Impacted students are never forced to participate in an investigation. If they do not participate, the University’s ability to respond may be limited.
Title IX Procedure

- Alleged conduct meets federal Title IX definitions
- Occurred after 8/14/20
- To a Complainant in the U.S. who is actively participating/seeking to participate in University program
- Applies to all Respondents

Formal Complaint and Notice of Formal Complaint

- Formal Complaint triggers right to free attorney time (up to 11 hours, not including time of hearing itself)
- Notice of Formal Complaint must be issued to all parties and provide sufficient detail of allegations

Investigation

- Trained, trauma-informed investigators

Hearing OR Informal Resolution

- Hearing Officer is a non-Stanford professional neutral decision-maker
- Informal resolution must be voluntary and includes agreed-upon terms, such as contact restrictions, education, and/or time away from Stanford — Not available in student vs. staff/faculty cases

Appeal

- Appeal officer is also neutral and external to Stanford

SHARE Hearing Procedure

- Alleged conduct falls outside the scope of Title IX Procedure
- Respondent is either a faculty member or a Stanford student

Notice of Investigation

- No Formal Complaint required
- Notice issued to both parties and must include sufficient detail of allegations
- Notice triggers free attorney time (up to 11 hours, not including time of hearing itself)

Investigation

- Trained, trauma informed investigator

Hearing OR Informal Resolution

- Hearing Officer is a non-Stanford professional neutral decision-maker
- Cross-examination happens through written questions submitted to and asked by the decision-maker
- Informal resolutions available; must be voluntary

Appeal

- Appeal officer is also neutral and external to Stanford

SHARE Investigation Procedure

- Alleged conduct falls outside the scope of Title IX Procedure
- Complainant is a student and Respondent is either a staff member or post-doctoral scholar

Notice of Investigation

- No Formal Complaint required
- Notice issued to both parties and must include sufficient detail of allegations
- Notice triggers free attorney time (up to 4 hours for students Complainants only)

Investigation

- Trained, trauma-informed investigator

Decision

- No hearing
- Decision-maker is Title IX Coordinator or Deputy Title IX Coordinator

Appeal

- Stanford Appeal Officer
Stanford's SHARE Title IX Student Procedures

Title IX / SHARE Procedures

- Title IX Procedure
- SHARE Hearing
- SHARE Investigation

Who's Who?

- Hearing Support Provider
- Dean of Students
- Title IX Coordinator
- Assistant Title IX Coordinator

What to Expect in the Title IX Process

- Formal Complaint
- Investigation
- Hearing
- Decision

Prefer not to go through an investigation?

- Intervention
- Withdraw Complaint
- Informal Resolution

Title IX Estimated Timeline

- Formal Complaint: 3 - 6 months
- Investigation: 3 - 6 months
- Hearing: 1 day
- Decision: 30 days

Source:
https://stanford.app.box.com/s/oiv1uopi4pajiredh0acc4lc4n5lhvv
(can be found at share.stanford.edu)
How to support someone who discloses their experience
Common Reactions to Trauma

Trauma reactions vary widely

All are normal human ways of coping
How to support a survivor?

- Listen, Believe, Validate, Connect
- Normalize reaction and offer hope
- Assess safety
- Reinforce courage
- Connect with resources
- Empower and support agency
- Take care of yourself
How to support someone who caused harm?

- Direct person to resources
- Get educated on the relevant issues
- Listen in a non-judgmental manner
- Familiarize yourself with the relevant university policies
- Identify another support person if you are not able to provide effective support
- Take care of yourself

**Remember, supporting does not mean:**
- Approving of all the person’s actions and/or choices
- Retaliation

Confidentiality limitations
How to Talk About Reporting

Let them know that you’re there to help

Disclose your reporting responsibilities early and often – early in the workshop, and early in the conversation – to give the student agency

Consider your language (e.g., “Sorry, I have to report this to the Title IX Office” vs. “I’m going to share this with SHARE Title IX to make sure you’re connected with resources.”)

If they would prefer to speak to a confidential resource, refer them to CST and/or YWCA

Give them an idea of what to expect next*

* See next slide!
Dear Student,

I am the Director of Client Services in Stanford’s SHARE Title IX Office. Our role is to ensure that Stanford community members are free from harassment and violence based on sex/gender.

We have received a report that you may have been impacted by such conduct. I am very sorry for your experience, and I would like to offer to meet with you to understand more about this incident and about how this office may be able to help. We can, for example, assist you if you are seeking any supportive measures, such as counseling, assistance seeking extensions on course deadlines or other academic modifications, or measures for your safety. Supportive measures are available to you whether or not you wish to pursue an investigation by filing a Formal Complaint.

I can also discuss with you Stanford’s processes (including explaining how to file a Formal Complaint to request an investigation and explaining the importance of preserving evidence and identifying witnesses) and answer any questions you may have about either Stanford’s processes or outside processes. The conduct reported to our office may be a crime, and I am available to assist you in making a report to the local authorities if you so choose.

Additionally, I want to make sure that you are aware of the University resources available to you, as outlined in the attached brochures. Two particular resources, operating remotely at this time due to COVID-19 restrictions, may be especially useful to you:

- Confidential Support Team (CST) counselors are reachable via a 24/7 hotline at 650.725.9955 or at 650.736.6933 for appointments.

- The YWCA Silicon Valley provides a confidential, independent resource for survivors and is reachable via 24/7 Support Line at 800.572.2782

Much more information is available online at: https://sexualviolencesupport.stanford.edu. I would be happy to discuss your options and resources with you, with no obligation to utilize any resource you might have questions about.

Stanford will make reasonable and appropriate efforts to preserve your privacy and to protect the confidentiality of information we discuss. While Stanford cannot absolutely guarantee confidentiality in all cases, we will seek to limit the number of individuals who may learn of the incident. Stanford is able to provide you with many supportive measures without revealing your identity to the Respondent (i.e., the person alleged to have harmed you). However, should you choose to file a Formal Complaint and initiate an investigation, Stanford will be required by federal law to disclose your identity to the Respondent.

If you need a disability-related accommodation in order to speak with us now or at any time within the Title IX process, please let me know as soon as possible so that we can ensure accessibility. Please do not hesitate to contact me if I can be of any assistance at any time.

Gentle Outreach Offering
Supportive Measures

When we receive a concern…
For supporting a survivor:

“I’m sorry that you’ve been hurt. How can I help? Stanford has resources to support you and help you decide what you want to do next. Would you like to speak to a confidential counselor or a staff person about your resources or reporting options? I am here to help.”
For supporting someone who caused harm:

“Thank you for sharing that with me. I can imagine this is really difficult. Stanford has resources to support you through this and help you understand your options and what might happen next. Would you like to speak to a confidential counselor or other professional staff? How can I help?”

50 first words source:
https://share.stanford.edu/get-informed/support-and-resources/help-others/supporting-friend-whos-caused-harm
Advice on “Advice”

• Avoid giving advice, especially if it reduces the agency of the other person

• If you give advice, make sure you know the reason why and that it is with the other person’s needs in mind
Taking Care of Yourself

• Connect with others (friends, staff, someone you trust)
• Know and name your limits
• Give yourself time
• Make sure you do not make it into a “you” story (even if you have a similar experience)
• Do meaningful activities
Barriers to Reporting or Sharing Experiences

- Stigma
- Internalized traditional gender norms
- Fear of culturally significant consequences
- Community perception of relationship, people, and/or abuse
- Support system ignoring or not knowing survivors’ needs
Overview of Stanford resources that respond to sexual/relationship violence

<table>
<thead>
<tr>
<th>Confidential Resources</th>
<th>Private/Non-Confidential Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential Support Team (CST) vaden.stanford.edu/cst</td>
<td>SHARE Title IX Office share.stanford.edu</td>
</tr>
</tbody>
</table>
| YWCA@Stanford yourywca.stanford.edu | Residential Education (ResEd)  
- Student Staff, e.g. RAs, ETAs  
- Resident Directors (RDs)  
- Neighborhood Program Directors (NPDs) |
| Counseling and Psychological Services (CAPS) vaden.stanford.edu/caps | |
| Office of the Ombuds ombuds.stanford.edu | Community Centers communitycenters.stanford.edu |
| Office for Religious & Spiritual Life (ORSL) orsl.stanford.edu | |
SHARE Title IX Office

- The newly configured Sexual Harassment/Assault Response & Education (SHARE) Title IX Office is the University office charged with sexual harassment and assault through response, prevention, and education work.
- The Title IX Coordinator within the SHARE Title IX Office leads the University’s response to incidents of prohibited sexual conduct.
  - Role is to receive sexual harassment/assault concerns and address them appropriately.
  - Ensure University programs are free of harassment based on sex/gender.
  - Neutral; not an advocate.
How to connect with SHARE

- **Website:** [share.stanford.edu](http://share.stanford.edu)
- **Prevention education**
  - Instagram: [@shareatstanford](http://@shareatstanford)
  - Email: shareeducation@stanford.edu
  - Phone: (650) 725-1056
- **Response, e.g. supportive measures, investigations, policies**
  - Email: titleix@stanford.edu
  - Phone: (650) 497-4955
- **Location**
  - Kingscote Gardens (419 Lagunita Drive, Stanford, CA), Second Floor
CONFIDENTIAL SUPPORT TEAM

Sehin Belew, Administrative Associate
Mari Evers, LCSW, Clinical Care Manager
Luisa Ladd, PsyD, Interim Director & Outreach Coordinator
Axel Valle, PsyD, CST Psychologist

Kingscote Gardens Suite #340
419 Lagunita Drive
(650) 736-6933 (non-urgent daytime)
(650) 725-9955 (urgent & after-hours hotline)
Confidential Support Team (CST)

FREE and Confidential!

A centralized point of contact for students impacted by sexual and relationship violence; stalking; gender-based violence, harassment, discrimination

Offers a range of supportive services for students

● Initial consult, including crisis response
● Brief support
● Therapy, including long-term stabilization and healing
CAMPUS COMMUNITY SERVICES

- Consultation to student leaders and organizers on creating trauma-informed, survivor-friendly events and programs
- Counseling support at awareness-raising or healing events for trauma survivors
- Confidential consultation to faculty, staff, and student staff about reporting obligations or resource coordination
- Support for student allies who have questions about how to help a survivor of sexual, relationship, or gender-based violence
How students can schedule:

- **Call CST Office Line during Business Hours:**
  - 8:30am-5pm (Mon-Fri)
  - 650-736-6933 (non urgent line)
  - Same-day appointments available with on-call clinician for urgent needs

- **Vaden Portal Web Bookings:**

- **CST 24/7 Hotline:** for urgent matters anytime call **650-725-9955**
Follow CST:

vaden.stanford.edu/cst

www.instagram.com/cststanford/
YWCA @ Stanford

24/7 Crisis Support Line:
1.800.572.2782

SafeChat:
safechatsv.org
About YWCA

YWCA Golden Gate Silicon Valley is on a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all.

We serve:
Marin, San Francisco, Santa Clara and San Mateo counties.
YWCA @ Stanford University

- Independent, confidential resource
- Immediate and long-term support services
- We do not provide services to PWH
- Co-located on Stanford campus (Bambi!)
- YWCA satellite office in Sunnyvale and Downtown Palo Alto (opening soon)
- On campus hours include evenings and weekends*
- 24/7 Support Line & SAFE Accompaniment
- Serve ALL members of the Stanford Community (students/faculty/staff/families/service workers/visitors/etc.)
YWCA @ STANFORD

Connect with us!
408.649.7686
stanford@yourywca.org
https://yourywca.stanford.edu
https://calendly.com/ywcastanford/

Walk-in Hours:
Monday: 8 AM - 2 PM
Thursday/Friday: 4 PM - 8 PM
Saturday/Sunday: 10 AM - 3 PM
Services available outside of walk-in hours by appointment

SERVICES INCLUDE:
24/7 Support Line
Court Accompaniment*
Counseling & Crisis Support
Criminal & Systems Advocacy*
Education & Prevention Workshops*
Emergency Shelter & Housing Resources*
Intimate Partner Violence Exam Accompaniment*
Legal Services*
Personal Advocacy*
Therapy*
Title IX /SHARE Advocacy
Safety Planning
Sexual Assault Forensic Exam Accompaniment*
Stanford Advocacy
Support Groups

*Services available locally in Santa Clara County. For those living outside this area, YWCA provides connections to local resources.
# Summary of Stanford Resources

<table>
<thead>
<tr>
<th>Resources</th>
<th>Overview</th>
</tr>
</thead>
</table>
| Sexual Harassment/Assault Response & Education Title IX Office (SHARE) share.stanford.edu | - *Non-confidential*  
- Response Team: Title IX and other policies, investigations, supportive measures  
- Education Team: healing, prevention education, activism, intersectional approach |
| Confidential Support Team (CST) vaden.stanford.edu/cst | - *Confidential*  
- Initial consult, including crisis response  
- Brief support  
- Therapy, e.g. long-term stabilization and healing  
- Outreach |
| YWCA@Stanford (YWCA) yourywca.stanford.edu            | - *Confidential*  
- System advocacy  
- Legal services  
- Personal advocacy  
- Counseling and therapy  
- Education and prevention workshops |
For information & support:

sexualviolencesupport.stanford.edu

relationshipviolencesupport.stanford.edu

transgendersupport.stanford.edu

sexualrespect.stanford.edu
Follow-up Actions
<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPT</td>
<td>Introduce your group/organization to SHARE Education (for example, play the SHARE Title IX Overview video and invite your peers to check out SHARE Education's website.)</td>
</tr>
<tr>
<td>OCT</td>
<td>Watch the community-oriented consent video with your group/organization and attend a Dating and Domestic Violence Awareness Month-related event. Consider signing up for a customized SHARE training at <a href="https://support.share.stanford.edu/trainingrequest">https://support.share.stanford.edu/trainingrequest</a></td>
</tr>
<tr>
<td>NOV</td>
<td>Go through the Sexual Citizenship quizzes with your group/organization and have a conversation circle afterwards reflecting on your experiences taking the quizzes.</td>
</tr>
<tr>
<td>DEC</td>
<td>Gear up for National Stalking Awareness Month (NSAM) by watching SHARE Education’s digital safety video and learning more about stalking on our website.</td>
</tr>
<tr>
<td>JAN</td>
<td>Watch Introduction to Consent with your group/community and participate in NSAM events!</td>
</tr>
<tr>
<td>FEB</td>
<td>Watch Relationship Oriented Consent with your group/community and participate in SHARE Cares for Valentine’s Day and Healthy Relationships Month.</td>
</tr>
<tr>
<td>MAR</td>
<td>Get ready for Sexual Assault Awareness Month (SAAM) by watching the Supporting Survivors Series Part I, check out SAAM-related resources at <a href="http://saamatstanford.com">saamatstanford.com</a></td>
</tr>
<tr>
<td>APR</td>
<td>Attend SHARE Ed SAAM events with your group/organization (such as Take Back the Night and Denim Day).</td>
</tr>
<tr>
<td>MAY/JUN</td>
<td>Read Sexual Citizens: A Landmark Study of Sex, Power, and Assault on Campus (<a href="https://share.stanford.edu/get-informed/involvement-opportunities/actions-stanford-community-members">summary here</a>) and host an end-of-the-year conversation circle with your group/community.</td>
</tr>
</tbody>
</table>

Suggested Monthly Actions

Suggested Actions You Can Take

Check out the Build a Culture of Consent Starter Kit, and work as a team to develop community boundaries.

Request an Upstander Education Initiative workshop or another SHARE workshop.

Review Sexual Citizenship page on SHARE website and complete the activities/reflections.
Part 1: Trauma-Informed Support & 50 First Words
Part 2: The First 2 Hours

Part 1: Introduction to Consent
Part 2: Relationship-Oriented Consent
Part 3: Community-Oriented Consent

Videos
https://share.stanford.edu/get-informed/education-and-outreach-programs/educational-videos
Feedback link: bit.ly/feedbackforshare

Thank you so much!