

IMPORTANT INFORMATION

Sexual Assault or Gender-Based Violence

Stalking

Domestic or Dating Violence

Protecting Minors



USC University of
Southern California

USC Equity and Diversity

SEXUAL ASSAULT OR GENDER-BASED VIOLENCE

What to do if you have been the victim of a sexual assault:

- **Go to a safe location.**
- **Get medical care as soon as possible.** If you wish to get help from a rape treatment center, contact the Santa Monica Rape Treatment Center or the USC Violence Intervention Program. More information about both centers is at *sarc.usc.edu*.
- **Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime.** Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all clothing that you were wearing at the time of the assault and bring it and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not clean or disturb the area of your body where the assault occurred. A forensic examination is one way to preserve evidence, but it is not the only way.
- **Preserve other evidence.** You can easily take some important steps to preserve evidence by saving all text messages, emails, social media postings (taking screenshots can be helpful) or anything else that might relate to the assault, or that might be helpful later in reconstructing a timeline of events. Write down the names of people who might have seen you immediately before or after, as it's easy to forget names or locations. Even if you do not want to participate in the investigative process now, you might later change your mind, so it's helpful to preserve as much information as possible.
- **Support.** Call a trusted friend, family member or someone else who can provide emotional support. The Center for Work and Family Life can provide *confidential* support and information, 24/7, at (213) 821-0800.
- **Report.** Any victim of a sexual assault is encouraged to make a report to the Department of Public Safety and to local law enforcement, but is not required to do so. Note that any information given to DPS will be shared with LAPD if DPS determines that there is evidence of criminal conduct.
- Contact the Title IX Coordinator in the Office of Equity and Diversity at (213) 740-5086 to get additional information about options and next steps.

What to do if someone tells you about a sexual assault:

- Listen to what you're told. Sometimes assault victims need to talk about the attack. Don't interrogate.
- Don't blame—this is not the time to question decisions.
- Allow your friend or the student making the disclosure the freedom to choose when, where and how to talk about the experience.
- Be sensitive. Understand that the victim is in distress, and will be dealing with a wide array of strong and sometimes overwhelming feelings.
- Respect your friend's confidentiality and don't share information about the experience with other friends.
- Be patient. Recovery from sexual assault can be slow. Your friend sets the pace.
- Realize that you may also have strong feelings about the trauma. If needed, seek support for yourself. The USC Center for Work and Family Life (www.usc.edu/programs/cwfl) offers one-on-one counseling and discussion groups for friends.
- USC's Center for Women and Men provides help on what to say when someone discloses a sexual assault at www.usc.edu/student-affairs/cwm/help_friend.html.
- Remember that whatever your friend did to survive an attack was exactly what he or she needed to do. Your friend did not cause the attack and is not at fault.
- If you are USC staff or faculty, contact the Title IX Coordinator to ensure that proper support is offered to the victim, and for information about options, rights, and responsibilities. Sharing information with the Title IX Coordinator does not mean the student or employee who is sharing information about a sexual assault will have to disclose names or details. The Title IX Coordinator can be reached at titleix@usc.edu, or (213) 740-5086.

If the victim of a sexual assault is a student, you may also wish to walk him or her over to the Center for Women and Men or Student Counseling Center in Engemann Student Health Center, or help the student to contact them. Both resources are available 24 hours a day, 7 days a week. It's never too late to seek emotional support.

STALKING

What to do if you are being, or have been, stalked:

- Stalking is a non-consensual course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. "Course of conduct" means behavior composed of two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, engages in any of the following: monitoring, following, observing, threatening, surveilling, or communicating to or about a person, or interfering with a person's property.
- If you feel you are in danger, immediately call the USC Department of Public Safety (DPS) at (213) 740-4321. If you are off campus, contact local law enforcement.
- Contact support services, such as the USC Center for Work and Family Life at (213) 821-0800. Staff there can help develop a safety plan, provide advice on seeking a temporary restraining order or other no-contact orders, and provide counseling.
- Try to retain documentation of the stalking incidents such as messages, texts, and/or other items.
- Keep a log of the dates and ways that the other person contacted you or attempted to contact you.
- Stalking is also a crime in California. You may also wish to contact local law enforcement.

DOMESTIC VIOLENCE AND DATING OR INTIMATE PARTNER VIOLENCE

- Domestic violence, or dating or intimate partner violence, can happen to anyone. It affects people of all genders, races, and socioeconomic levels. If you or a friend or colleague is a victim of domestic violence, know that help is available. For staff and faculty, the Center for Work and Family Life can help a victim with a safety plan and other important steps. They can also direct victims to shelters and community-based assistance. For students, the Center for Women and Men provides this support.
- Domestic violence, or intimate partner violence, is also a crime in California. You may also wish to contact local law enforcement.
- Forms of domestic violence may include physical, sexual, psychological, emotional, or economic harm.

PROTECTING MINORS

More information and links to policy can be found at: equity.usc.edu/protecting-minors-in-the-workplace/

Remember: For purposes of these rules, anyone under age 18 is considered a minor, even if the individual is enrolled as a USC student.

If a minor reports child abuse or sexual misconduct by a member of the USC community (student, staff, faculty, donor, etc.) or conduct that occurred on USC property:

- Is the minor in a safe place? Safety comes first.
- Does minor need immediate medical care? If so, call DPS or transport to USC+LAC Violence Intervention Program.
- Offer support services, including confidential resources (see sarc.usc.edu).
- Consult with supervisor to determine whether parents should be notified.
- Same day: Call DPS.
- Same day: Call *either* LAPD or Department of Children and Family Services Child Protection Hotline at (800) 540-4000.
- Within 24 hours, contact Title IX Coordinator at (213) 740-5086.

TOP 10 BYSTANDER TIPS

If you see that a member of our community is becoming too aggressive, or is vulnerable to a sexual assault, you can help:

1. First, stay safe—only intervene if it feels safe to do so.
2. Watch out for your friends who might be in an unsafe situation.
3. Watch out for your friends who are making bad choices, like hitting on someone who's too drunk.
4. If you aren't comfortable intervening, ask someone else for help. Sometimes a group intervention is most effective. Or their friends might help, if you don't know the person too well.
5. Say something to distract: Do you have the time? Do you know if there are other parties near here? Hey, can I talk to you? This party is dead, don't you think—let's go somewhere else.
6. If you say something, remember—you do not have to be aggressive, and do not use violence.

7. You can intervene: "Sorry, she's with me," or "I promised to get him home before midnight so, sorry, he has to go now."
8. Disapprove: "I wouldn't do that if I were you."
9. If you don't want to say anything, can you simply let your presence be helpful?
10. Call DPS for help.

REMINDERS

If you become aware that a student or employee (faculty or staff member) has been the victim of sexual or gender-based violence, including sexual assault, or stalking, domestic violence, or intimate partner violence—here are a few key points to remember:

1. First—get the student or employee to a safe location, and get medical care.
2. Students and employees are encouraged to make a report to DPS and/or local law enforcement, but no one is required to do so. Also, information shared with DPS about possible violent crimes will be forwarded to LAPD.
3. To get help accessing resources, or to have CONFIDENTIAL conversations, the following are confidential resources:

For faculty and staff: Center for Work and Family Life

For students: Center for Women and Men, or Student Counseling Center

Off-campus: Santa Monica Rape Treatment Center, or USC Violence Intervention Program

4. Contact the Office of the Title IX Coordinator to discuss the information you received, and get advice as to next steps. The Title IX Coordinator will contact the complainant or victim to discuss possible interim remedial actions (changes to schedules, changes to housing, academic support for students, avoidance of contact letters) and options for participating in an investigation, and will also be able to explain the investigative process.

PLEASE NOTE

It is important that all employees understand that certain policy violations, including sexual assault, rape, domestic or dating violence, and stalking may also be a crime under California law. For California's legal definitions of rape, sexual assault, stalking, or domestic or dating violence, please see sarc.usc.edu/definitions-under-california-law/.

CONFIDENTIAL Off-Campus Resources

- The **Santa Monica Rape Treatment Center** is nationally recognized for its comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care. The Rape Treatment Center offers 24-hour help at (310) 319-4000.
- **Sex Assault Center within the VIP Urgent Care Center at the LAC+USC Medical Center**, 2010 Zonal Avenue, Los Angeles (Health Sciences Campus). Includes 24-hour care. (323) 226-3961. Also provides comprehensive, free treatment for sexual assault victims under the direction of the nationally-renown Dr. Astrid Heger.

CONFIDENTIAL On-Campus Resources

- **USC Center for Women and Men**, which is the home of the Sexual Assault Resource Center. The Center for Women & Men offers confidential 24-hour crisis counseling during business hours at (213) 740-4900. The Center for Women & Men and the Sexual Assault Resource Center are one and the same. For crisis help after hours, call the on-call counselor at (213) 321-3982.
- **USC Engemann Student Health Center** offers medical services, pregnancy testing and emergency contraception. Student Counseling Services (213) 740-7711.

NON-CONFIDENTIAL On-Campus Resources

USC Department of Public Safety (DPS)

University Park Campus

Emergency (213) 740-4321
 Non-Emergency (213) 740-6000

Health Sciences Campus

Emergency (323) 442-1000
 Non-Emergency (323) 442-1200

Office of the Title IX Coordinator

3720 S. Flower Street, 2nd Floor
 (213) 740-5086
 titleix@usc.edu

If you have any questions or would like more information, contact the Office of the Title IX Coordinator, Office of Equity and Diversity.