



WHAT RESPONSIBLE EMPLOYEES NEED TO KNOW

WHEN STUDENTS REPORT RELATIONSHIP VIOLENCE OR SEXUAL MISCONDUCT

BEFORE

- ▶ Inform students that because student well-being is EMU's highest priority, you are required to report any incident of relationship violence or sexual misconduct to the Title IX coordinator.
- ▶ Consider discussing your reporting obligations with students at the start of each semester. Faculty members should include Title IX syllabus language in each of their syllabi.

DURING

- ▶ Try to compassionately interrupt before they continue, in order to remind them of your role and your obligation to report the details they share with you (see reverse for sample scripts).
- ▶ Be clear that they can still talk with you, but you want them to be able to make an informed decision before they continue.
- ▶ If they want to continue, provide nonjudgmental support. Avoid telling students what to do--instead, direct them towards EMU's confidential and nonconfidential resources (*see reverse side*).
- ▶ You do not need to ask for more details than the student provides.

AFTER

- ▶ Though responsible employees must report the names of the involved parties when known, inform students that they have the ability to request confidentiality during the Title IX process and that you will communicate that request to the Title IX coordinator in your report. To the greatest extent possible, EMU will maintain their confidentiality.
- ▶ File a report at emu.edu/safecampus. The report must include all details shared by the student related to the conduct: name of parties involved, including witnesses; date(s); time(s); location(s); and relevant facts.
- ▶ Contact the Title IX coordinator (titleixcoordinator@emu.edu) with any questions.

RESPONSIBLE EMPLOYEE DEFINITION:

A responsible employee is every faculty, staff, and volunteer on campus who works with students or minors, with the exception of confidential employees. Confidential employees include licensed mental health clinicians, licensed medical health professionals, and licensed/credentialed campus pastors when they are acting in those official roles. All responsible employees must immediately report to the Title IX coordinator any relationship violence, sexual misconduct, or other form of conduct prohibited under the Relationship Violence and Sexual Misconduct Policy reported to them or observed by them, including the names of the parties involved, if known, and all known details. The university requires everyone in the campus community, including confidential employees, to report the suspected abuse of those under the age of 18. Have questions about whether or not something you were told needs to be reported? Call or email EMU's Title IX Coordinator.

**Title IX
Coordinator:
Irene Kniss,
[titleixcoordinator@
emu.edu](mailto:titleixcoordinator@emu.edu),
540-432-4302**

TO FILE A REPORT: emu.edu/safecampus

TO READ THE RVSM POLICY: <https://emu.edu/titleix/docs/relationship-violence-policy.pdf>



SAMPLE SCRIPTS SO YOU KNOW WHAT TO SAY

WHEN YOU BELIEVE A STUDENT IS ABOUT TO DISCLOSE RELATIONSHIP VIOLENCE OR SEXUAL MISCONDUCT:

“It sounds like you are about to tell me something that might fall within our Relationship Violence and Sexual Misconduct Policy. Before you say anything, I want to go over some information you should know. I am designated as a “responsible employee,” which means I am required to notify the Title IX coordinator regarding any relationship violence or sexual misconduct. Do you have any questions about what that means? Right now, I am not required to notify anyone. If you decide you want to talk with me, I will listen and provide any support I can, and will have to report all the information you share with me. If you would prefer to have a confidential conversation instead, with someone who is not required to report, I can provide you with a list of resources both on and off campus. I know this is a lot of information and may be overwhelming, so please take your time in making the decision that is right for you. It is completely up to you on how you want to proceed.”

WHEN YOU KNOW A STUDENT HAS EXPERIENCED RELATIONSHIP VIOLENCE OR SEXUAL MISCONDUCT:

“I am sorry that happened to you, and I am sorry to interrupt you as you are telling me something so personal. Before you continue any further, I want to go over some information you should know. I am designated as a “responsible employee,” which means I am required to notify the Title IX coordinator of this relationship violence/sexual misconduct and the Title IX coordinator will follow up with you to ensure you have the supports you need. At this time I only have to report the information that you have shared thus far. If you want to continue talking to me, I will listen and provide any support I can, and I will also have to report all the information you share with me to the Title IX coordinator. If you would prefer to continue the conversation with someone who is not required to report, I can provide you with a list of resources both on and off campus. Though I am required to make a report, you can request confidentiality from EMU, and I will include your request in my report. I know this is a lot of information and may be overwhelming, so please take your time in making a decision that is right for you. Do you have any questions about what any of this means?”

LIST OF RESOURCES

CONFIDENTIAL (not required to report)

ON-CAMPUS:
Counseling Services
EMU Counseling Services:
counselingservices@emu.edu,
540-432-4317

University Campus Pastor,
Brian Martin Burkholder:
brian.burkholder@emu.edu,
540-432-4115

Medical
EMU Health Services:
healthservices@emu.edu,
540-432-4308

OFF-CAMPUS:
Sexual Assault
The Collins Center: Harrisonburg,
VA, 540-432-6430,
www.thecollinscenter.org,
24-Hour Sexual Assault
Crisis Hotline: 540-434-7233

Domestic Violence
First Step: Harrisonburg, VA,
540-434-0295, www.firststepva.com,
FirstStepVA@gmail.com,

National Domestic Violence
Hotline: 1-800-799-7233

Medical
Sentara RMH Medical
Center Emergency Dept.:
75 Health Campus Dr.
Harrisonburg, 540-689-1300

NONCONFIDENTIAL (required to report)

Emergency
Campus Security
(Harrisonburg campus):
540-432-4911

Campus Safety
(Harrisonburg campus):
David Emswiler,
emswildw@emu.edu,
540-432-4396

Harrisonburg Police
Department: Detective
Aaron Dove, 540-437-2646
or 540-560-0215

Housing,
academic and
safety measures
Title IX Coordinator:
Irene Kniss,
titleixcoordinator@emu.edu,
540-432-4302

Residence Life:
Jonathan Swartz,
jonathan.swartz@emu.edu,
540-432-4128