

Leading phrases someone may say to you:

- "I have a friend who..."
- "Something happened this weekend."
- "I don't want to get (anyone) in trouble."
- "I don't know what to do."

What is your role?

- Report incident
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- Support & Accommodations

Kootenai County Sheriff

Legal Aid *

Safe Passage *

* Confidential Resource

Title IX Coordinator En Agidius

Dean of Students

Immediate * for health and safety.

2. **Inform** the student of your reporting obligation.

You cannot promise confidentiality, only privacy

3. **Refer** student to available resources.

4. **Report** the documented conversation to OCRI.

Kootenai Hospital *

Urgent Care

Ombuds *

Coeur d'Alene Police Dept.

OCRI

A way to gently interrupt & inform of your obligation:

I apologize, I need to stop you. I want you to know that I care about you and want to help you get the support you need, but as a University employee, I am required to report some details about this case to our university and give your name and contact information to the Office of Civil Rights and Investigations (OCRI).

I want you to know this upfront. In reporting this information, OCRI will be in contact with you to determine if an investigation needs to occur and then potentially a judicial/conduct case needs to be initiated. I want you to know that the staff in OCRI who conduct these investigations are student-survivor centered. You are brave to come forward and I know how difficult this is to talk about and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. The OCRI staff does not think that way and please do not be afraid to talk to them. They are here to help, just as I am. If OCRI determines that a case is warranted, the OCRI staff will discuss with you the process and ways in which efforts are made

Sample email response to a written disclosure:

[Student],

I am truly sorry to hear about what happened. I want you to know that I care about you and want to help you. If you're interested, I can recommend several resources available to assist you during this difficult time.

The staff in the Office of Civil Rights and Investigations is an excellent starting resource that is student-survivor centered. You are brave to come forward and I know how difficult this may be and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. I encourage you to consider talking with the Office of Civil Rights and Investigations staff as they are here to support you and do not think that way. They are there to help. I must provide the Office of Civil Rights and Investigations with your name and contact information so they can reach out to you and discuss with you your options. They also can explain the many ways in which efforts are made to protect your privacy. The information I share will be handled with the utmost discretion and will only be shared with those people who need to know.

Please know that I will help in any way I can. However, the Office of Civil Rights and Investigations staff are the experts and will work with you to ensure that you are informed and supported every step of the process.

OCRI