

Expectations for Reporting Sexual Misconduct as a Responsible Employee

Where to Report: Title IX Office at 703-323-2262, titleix@nvcc.edu, or https://cm.maxient.com/reportingform.php?NorthernVirginiaCC&layout_id=30

What to Report:

- Your name, position, and contact information
- Date, time, and location of incident
- Date the incident was reported
- Full name and contact information of the complainant (aka victim) or other party who reported the incident
- Name and contact information of the respondent (if known)
- A brief description of the incident
- Names of witnesses, if available
- Whether the complainant has requested confidentiality
- Whether other offices are involved (has the complainant reported the incident to anyone else on campus, to the police, or to an outside agency?)

Confidentiality:

- The information shared by the complainant should not be disclosed to anyone else on campus.
- A Responsible Employee should not share information with law enforcement without the complainant's consent unless the complainant has also reported the incident to law enforcement, a minor is involved, or someone is in imminent danger.
- However, faculty and staff are considered Campus Security Authorities (CSA's); therefore, reports of sexual violence (forcible sex, aggravated assault, dating and domestic violence, stalking) will need to be reported as per the Jeanne Clery Act. Fill out Form: 105-174 and email sbrunelle@nvcc.edu or drop off at any campus police office.
- A complainant's personal information will be shared only as necessary and in compliance with state and federal law.
- Personal information may be shared with investigators, witnesses, the respondent, and with other College officials whose job responsibilities involve providing interim actions or support services.

Reporting Options for Complainants and Talking Points When Someone Reports Sexual Misconduct:

- I need to let you know that I am a Responsible Employee who is required by law to report any incidents of sexual misconduct to NOVA's Title IX Office, phone number: 703-323-2262; email: titleix@nvcc.edu.
- If you wish to report this incident to the police, contact NOVA Police if the incident occurred on campus or at a NOVA sponsored event. If off-campus, you can also contact local police.
- In my role as a Responsible Employee, I will notify the Title IX Office and provide them with your contact information and a brief description of the incident as you report it to me.
- I would also like to provide you with some information at <http://www.nvcc.edu/titleix/index.html>. Through the Title IX Office, NOVA can assist you with support services to assist you as a result of the alleged sexual misconduct.
- Thank you for trusting me when you shared this report with me. I value you and will be here if there is anything that I can do to help you.

What not to do:

- Do not invite the complainant to "tell their story" and do not ask probing questions. Doing so may hinder the initial Title IX evaluation and/or investigation. We also don't want to require victims to tell their story repeatedly, thereby risking retraumatization.
- Do not make promises about confidentiality.
- Refrain from making judgmental comments or victim-blaming.