

# RVSM REPORTING GUIDE



This guide was created by the Prevention, Outreach, and Education (POE) Department to help employees better understand their roles and responsibilities as mandatory reporters.

If you have any questions please contact POE at (517) 355-3865 or [empower@msu.edu](mailto:empower@msu.edu).

## WHO IS REQUIRED TO REPORT?

Unless identified as a service exempt from reporting, (see Page 3) all University employees and volunteers are considered responsible employees and are obligated to promptly report incidents of sexual misconduct including harassment, violence, and exploitation, stalking, and relationship violence.

## WHAT DO YOU REPORT?

ROLE	TYPE OF INCIDENT	REPORT THE INCIDENT TO:		
		SUPERVISOR	OIE	MSU PD
UNDERGRADUATE STUDENT EMPLOYEE OR VOLUNTEER	<ul style="list-style-type: none"> <li>SEXUAL MISCONDUCT</li> <li>RELATIONSHIP VIOLENCE</li> <li>STALKING</li> <li>RETALIATION</li> </ul>	✓		
<b>ALL OTHER EMPLOYEES &amp; VOLUNTEERS*</b>  <small>*NOT INCLUDING EMPLOYEES AND VOLUNTEERS IN EXEMPT SERVICE PROGRAMS AND ROLES</small>	<ul style="list-style-type: none"> <li>SEXUAL VIOLENCE (INC. SEXUAL ASSAULT)</li> <li>SEXUAL EXPLOITATION</li> <li>STALKING</li> <li>RELATIONSHIP VIOLENCE</li> </ul>		✓	✓
	<ul style="list-style-type: none"> <li>SEXUAL HARASSMENT</li> <li>RETALIATION</li> </ul>		✓	

If you observe or learn about an incident involving Relationship Violence and/or Sexual Misconduct (RVSM) and Title IX policy in your work capacity you are mandated to report it to the Office of Institutional Equity (OIE) and MSU Police. **Undergraduate student employees report to their supervisor who will then file an official report.** If your supervisor is directly or indirectly involved in the incident, you can report to another supervisor or directly to the Office of Institutional Equity (OIE). Additionally, if you have experienced relationship and/or sexual violence, you are not required to report for yourself. For emergencies, call 9-1-1.

*Please note: REHS staff should follow their internal reporting protocols.*

### Remember:

- Only report what you are told, do not add information, make assumptions, etc.
- It's not your job to determine what happened or if there is a policy or law violation.

# HOW TO REPORT:



## Online:

- Complete the incident reporting form on the Office for Civil Rights website. (civilrights.msu.edu - see image to the right).
- Completing this form fulfills your obligation to notify both OIE and MSU Police.
- Please note: this form is NOT a police report. To file a police report directly, please contact the MSU Police at (517) 355-2221.

## Calling:

- If you are going to call in a report, you must call BOTH\* OIE and MSU Police. (\*If reporting sexual harassment, only report to OIE)
- Call OIE at (517) 353-3922 (NOTE: outside of business hours you can leave a voicemail or email)
- Call MSU Police at (517) 355-2221

# WHAT'S NEXT?

Both OIE and MSU Police will send an email requesting to meet with the person who was impacted. It is the choice of the impacted person if they would like to follow up and meet, or not. Agreeing to meet with them is NOT agreeing to an investigation. For more information about the interview and/or investigation process, please contact OIE and/or MSU Police directly, or advocates at confidential resources.

# RESPONDING AND SUPPORTING:

**BE TRANSPARENT:** As a mandatory reporter, let people know earlier rather than later. This could be simply talking about it at the beginning of the semester with students you may work with, in a meeting with coworkers, or other appropriate opportunities. Don't wait until someone is disclosing to you to tell them you are a mandatory reporter.

**DON'T OVERSTEP:** You do not need to ask for details. It's important to remember your role. Refrain from giving advice; refer them to resources instead. Leave it to the professionals on campus to investigate cases. If the individual wants to talk to you about what happened let them lead the conversation, make sure you're not labeling anything for them; mirror the language they use.

**ASK OPEN-ENDED QUESTIONS:** Avoid prying or asking "why" questions, instead try, "How can I support you?", or "What would be helpful to you in this moment?". It's perfectly okay to ask "Is it okay to ask how you are doing?". Give them the power to decide if they want to talk.

**CONNECT TO RESOURCES:** Offer confidential resources to the survivor, such as the ones on page 3. Remember to let the survivor decide if they want to reach out, they may not be ready.

**SHOW YOUR SUPPORT:** I believe you. I support you. It's not your fault.

# PRACTICING SELF CARE:

You may feel a range of different emotions if someone discloses to you, and it's okay to feel them. Your experiences and emotions are valid. While it is important to make sure that you're caring about others, it is equally important to take care of yourself. Self care looks different for everyone, so it is important to find healthy ways to practice self care that work well for you. This could include doing something relaxing on your own, something fun with friends, or you may also consider utilizing the confidential resources as well.

# RESOURCES:

## **MSU Center for Survivors (Service Exempt from Reporting):**

Provides counseling, advocacy, and support groups for survivors of sexual violence. All support services are free and confidential.

207 Student Services Building - 556 East Circle Dr., East Lansing, MI 48824

To make an appointment call: (517) 355-3551

24-Hour Crisis line: (517) 372-666

Crisis chat is also available online Monday – Friday 10 am – 10 pm.

Web: [centerforsurvivors.msu.edu](http://centerforsurvivors.msu.edu)

## **MSU Safe Place (Service Exempt from Reporting):**

Provides advocacy, emergency shelter, counseling, support groups, safety planning, information and referrals for survivors of relationship violence and stalking. All support services are free and confidential.

To make an appointment call: (517) 355-1100

Web: [safeplace.msu.edu](http://safeplace.msu.edu)

## **Counseling and Psychiatric Service (CAPS) (Service Exempt from Reporting):**

Provides support for concerns regarding depression, anxiety, stress management, homesickness, adjustment or acculturation, relationships, gender identity and sexual orientation (LGBTQ), substance abuse, trauma, eating or body image, and personal mental health.

3rd Floor Olin Health Center - 463 East Circle Dr., East Lansing, MI 48824

To make an appointment call: (517) 355-8270

Web: [caps.msu.edu](http://caps.msu.edu)

## **MY SSP 24/7/365, offered through CAPS (Service Exempt from Reporting):**

Free 24-hour counseling available online or via phone.

Phone: (866) 743-7732 - Web: [caps.msu.edu/services/ISSP.html](http://caps.msu.edu/services/ISSP.html)

## **End Violent Encounters (EVE) (Service Exempt from Reporting):**

A community based resource in Lansing that provides support to survivors of relationship and/or sexual violence. They have an emergency shelter, advocates, counseling, and support groups.

24-Hour Crisis Line: (517) 372-5572

Phone: (517) 372-5976

Web: [eveinc.org](http://eveinc.org)

## **Office of Institutional Equity (OIE):**

Phone: (517) 353-3922

Email: [oiem@msu.edu](mailto:oiem@msu.edu) - Web: [oie.msu.edu](http://oie.msu.edu)

## **MSU Police:**

1120 Red Cedar Rd, East Lansing, MI 48824

Phone: (517) 355-2221 - Emergencies: 911

Web: [police.msu.edu](http://police.msu.edu)

## **MSU Policy on Relationship Violence & Sexual Misconduct:**

For more detailed definitions or to view the full policy visit:

<https://civilrights.msu.edu/policies/index.html>

## **For more information about mandatory reporting at MSU:**

[oie.msu.edu/resources/mandatory-reporters.html](http://oie.msu.edu/resources/mandatory-reporters.html)

# DEFINITIONS:

*These definitions are to help you recognize these behaviors as a mandatory reporter, they are not meant for you to label others' experiences. People get to label their own lived experiences.*

**Sexual Misconduct:** A broad term that encompasses sexual harassment, sexual violence, and sexual exploitation.

**Sexual Harassment:** Unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome behavior of a sexual nature that is persistent, pervasive, OR severe.

**Sexual Assault:** *Sexual assault* is defined as non-consensual sexual contact and non-consensual sexual penetration (attempted or actual). It also includes incest and statutory rape.

**Sexual Exploitation:** Taking (or attempting to take) non-consensual or abusive sexual advantage of someone else for the advantage or benefit of anyone other than the individual being exploited.

**Stalking:** Engaging in a course of conduct that is directed at a specific person that would cause a reasonable person to feel fear for the safety of themselves or others, or to suffer substantial emotional distress. A "course of conduct" implies two or more acts directed at (a) specific person(s), including, but not limited to, acts in which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, communicates to or about a person, or interferes with a person's property. Stalking includes cyberstalking – a particular form of stalking in which electronic media, devices or other forms of contact are used.

**Relationship Violence:** An act of physical or sexual violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The RVSM University policy only covers physical violence, stalking and damage to property - not other dynamics that usually exist when relationship violence is a factor (such as emotional abuse, discrediting the victim, isolation, coercion, and economic abuse).

**Consent:** The voluntary, willful, and unambiguous agreement to engage in a specific sexual activity during a sexual encounter.

**Incapacitation:** A state in which an individual cannot make an informed or ration decision to engage in sexual activity.