

Sexual Assault Response for Faculty & Staff

The District encourages all individuals to report misconduct to any District employee that the Complainant trusts and feels comfortable with. Under Title IX, the District is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. These actions include:

- Stopping the conduct
- Preventing its re-occurrence
- Remediating its effects
- Providing care and support for the reporting person
- Taking steps to insure the safety and security of our community

The District considers all employees “responsible employees” and as such, they are required to share a report of misconduct with the Title IX Coordinator or a member of the Title IX team. The Title IX team, under the guidance of the Title IX Coordinator, will conduct an initial assessment of the conduct, the Complainant’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community.

You are not a counselor or an investigator and no one is asking or expecting you to perform these duties. You are the bridge to connect students to campus and community support. Acknowledge the boundaries on your relationship with this student while helping the student access the resources and assistance which offer the best support and care. Offer to walk the student over to the campus Health Center or to Campus Police for further assistance.

If someone reports sexual misconduct to you..... Act

Determine if the victim is safe.

If not, ask the victim if they would feel comfortable with you calling Campus Police or 9-1-1.

Determine if the victim wants or needs medical intervention.

It is the victim’s decision whether or not they receive intervention. Your role is to inform them of their options, which include:

- Visit the Health Center (during business hours)
- Transport via a friend or family member to a local hospital
- Call Campus Safety for transport to medical facility

Provide the option for the victim to report the sexual assault to any one of the following:

You can make a police report to:

If this is an emergency, call 911.

Napa Valley Police – (707) 257-9223

Campus Police (707) 256-7777

For Incidents involving only students please file a complaint with:

Oscar De Haro, Assistant Superintendent/Vice President (707) 256-7360

If the incident involves Napa Valley faculty or staff, please file a complaint with:

Charo Albarran, Executive Director, Human Resources (707) 256-7100

Encourage the victim to report incidents to campus police and the Title IX team.

As a member of the District community, a student may approach you regarding being the recipient of unwelcomed sexual contact, or having knowledge regarding another student in this situation. It is important to provide support to a survivor of sexual assault and to also refer this person to professional resources (see above). These steps are designed to help you best support and inform someone of the resources available to assist with the person's physical and emotional needs.

- Recognize it can be an enormous step for someone to talk with another person about a sexual assault and this person has placed trust in you by revealing the experience. However, it is important to inform the student you are mandated to report any information the student reports to you. The following statement is suggested to have available to inform the student:

"I need to tell you that I am considered a mandated reporter. I must inform the district that an incident has occurred. I don't want to scare or intimidate you, but your personal safety and overall health is our number one concern. The reason we do this report is to make sure you are able to get all the help and support you need. If you do not want details of what occurred reported or are not interested in making a complaint at this time, you have the right to maintain your privacy. I will only report what you confide in me.

- Given the trust the student has placed in you, please respect the student's privacy. Do not share the student's experience with others except for the Title IX team, Office of the Vice President for Student Affairs, or Campus Police.
- Listen and believe the student. Inform the student of reporting options.
- You can assure the student that no records or reports of sexual assault are kept in the student's permanent academic records.

Not only is it our ethical responsibility to respond in a comprehensive and supportive way, it is our legal responsibility.