



UC San Diego

Policy & Procedure Manual

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PERSONNEL - GENERAL

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UC SAN DIEGO POLICY FOR REPORTING AND RESPONDING TO SEXUAL VIOLENCE AND SEXUAL HARASSMENT

I. Policy Statement

UC San Diego adopts and incorporates herein the [University of California Sexual Violence and Sexual Harassment Policy](#). This policy shall apply to all complaints of sexual violence and sexual harassment.

Complaints of sexual violence and sexual harassment where the parties are students also shall be governed by [University of California Student Adjudication Model for Sexual Violence & Sexual Harassment Cases, UC San Diego Implementing Procedures](#), and by the [University of California Policy, PACAOS Appendix E: Sexual Violence and Sexual Harassment Student Adjudication Framework](#).

II. Procedures for Reporting Complaints of Sexual Violence and Sexual Harassment

A. Title IX Office

[Office for the Prevention of Harassment & Discrimination](#) (OPHD) is the Title IX Office at UC San Diego. It is responsible for receiving and conducting the administrative investigation of all reports of sex offenses, sexual harassment, discrimination, and retaliation filed on campus and is available to discuss options, provide support, explain University policies and procedures, and provide education on relevant issues. The OPHD investigation is not a criminal procedure.

Any person may make a report, including anonymously, to OPHD. Reports of alleged sexual violence or sexual harassment to OPHD may be made in any of the following ways:

- (a) By calling OPHD at 858-534-8298;
- (b) In person, by visiting the OPHD office, located at 201 University Center (corner of Gilman Dr. and Myers Dr.);
- (c) Online by completing a [ReportBias form](#); or
- (d) By emailing OPHD at ophd@ucsd.edu.

B. Other Offices

Any person may make a report, including anonymously, to any Responsible Employee, as defined by the University of California Sexual Violence and Sexual Harassment Policy, or to another appropriate office. The following is contact information for a non-exhaustive list of possible offices where a person may report an incident of sexual violence and sexual harassment. These offices shall forward reports to OPHD.

[UC San Diego Police](#) provides a timely response for staff, students, faculty, and members of the community experiencing a sex offense on campus. (For sex offenses off campus, local police should be contacted.) In addition, the police can arrange for medical evidentiary

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examinations in order to provide admissible evidence when the person reporting the sex offense desires prosecution through the criminal justice system. The preservation of evidence is essential to the successful prosecution of a sex offense. UC San Diego Police Department personnel have been specially trained in the proper handling, identification, collection and preservation of such evidence.

The UC San Diego Police Department encourages the University community, including students, to immediately contact them by dialing 911 or 858-534-HELP (534-4357) to report a sex offense.

The Office of Student Conduct (OSC) provides leadership for the student conduct process and manages the formal hearing process for sex offense cases. The Office of Student Conduct also provides assistance, information, and referrals for students involved in sex offense cases. OSC may be reached at 858-534-6225 or studentconduct@ucsd.edu.

Colleges and Residential Staff, specifically the individual College Deans, Directors of Residence Life, and Assistant Directors of Residence Life, are all knowledgeable about this Policy and the resources available at UC San Diego and can provide assistance, information, and support for the person filing the report of a sex offense and the person accused.

Graduate Division provides information for graduate students on a broad array of topics relevant to graduate education. The Assistant Dean of Graduate Division works to resolve student conduct issues and advises students about resource options for conflict resolution.

The School of Medicine Deans and Program Directors are available to support and refer medical students, residents, and fellows should the need arise. Help with arranging treatment and confidential counseling is available.

The Skaggs School of Pharmacy and Pharmaceutical Sciences are available to support and refer pharmacy students, residents, and fellows should the need arise. Help with arranging treatment and confidential counseling is available.

C. Confidential Resources

The following are employees and offices designated as “Confidential Resources” under the University of California Sexual Violence and Sexual Harassment Policy. Employees in these offices are not required to report complaints of Prohibited Conduct to OPHD. Individuals who consult with such Confidential Resources will be advised that their discussions in these settings are not considered actual reports of Prohibited Conduct and that without any additional action by the individual, these discussions will not result in any formal action by the University to resolve their concerns.

CARE at the Sexual Assault Resource Center (CARE at SARC) offers free and confidential services for students, staff, and faculty impacted by sexual assault, relationship violence, and stalking. CARE at SARC provides accompaniment services for victims to the police, evidentiary exams, and the court system. In addition, individual and group counseling is also available to students, staff, and faculty who are crime victims. CARE at SARC can be reached during normal business hours at 858-534-5793. If you have an emergency after hours and on the weekend, you can reach CARE at SARC by contacting the UC San Diego Police at 858-534-HELP (4357) and asking to speak with CARE at SARC staff.

Counseling and Psychological Services (CAPS) offers free and confidential counseling services, as well as referrals, to current students by appointment or on an urgent basis. CAPS can be reached at 858-534-3755.

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Faculty and Staff Assistance Program (FSAP) is a confidential service for all University employees that provides one-on-one information, support, and counseling. FSAP can be reached at 858-534-5523.

LiveandWorkWell is the UC San Diego Health Sciences Employee Assistance Program. LiveandWorkWell can be reached at 866-808-6205 or liveandworkwell.com using company code UCSDMC.

Student Health Services can provide medical attention to students experiencing a sex offense on campus. It is important to note that any health center or physician treating the victim of a violent crime is obligated by law to report the crime to the police. Student Health Services can be reached at 858-534-3300.

Student Legal Services (SLS) offers confidential counseling and education on legal topics to currently registered students. SLS can assist directly as well as make referrals to appropriate resources. SLS can be reached at 858-534-4374.

The Office of the Ombuds provides confidential, neutral, and informal dispute resolution services to everyone in the University community and provides information about University policies and procedures and makes referrals. The Office of the Ombuds can be reached at 858-534-0777.