

Civil Rights Reporting Guide

Reference Guide to Assist Individuals who Report Harassment, Discrimination, and Sexual Misconduct

If someone discloses harassment, discrimination, and sexual misconduct to you, you are in a unique position to assist them. You will find information below to guide you in responding to and supporting someone who confides in you. There is also information on fulfilling your duty to report under the Non-Discrimination, Harassment, and Sexual Misconduct Policy.

WHAT SHOULD I DO?

Listen

- Listen openly and be supportive. Refrain from judgmental questions. Don't allow myths to affect how you perceive the situation.
- Encourage the person to seek supportive measures. Confidential and non-confidential campus and community options are available at civilrights.osu.edu.
- If the person is in danger, offer to assist them with accessing emergency services if that is a safest option for them.

WHAT SHOULD I SAY?

Support

- "Thank you for trusting me with this information. I would like to connect you with support resources and as an Ohio State Employee I am required to report matters like this to the Civil Rights Compliance Office. Their office will review the report thoroughly and will assess for next steps. I can't promise an outcome, but I can promise that there are options available to you if you are interested. You can also contact CRCO directly if you have questions or need additional support."

WHO SHOULD I CONTACT

Report

- Report the incident to the Civil Rights Compliance Office through an online report at civilrights.osu.edu, by phone at (614) 247-5838, or civilrights@osu.edu.
- Remember that the people reading and responding to this report will be completely unfamiliar with the situation –please be detailed in sharing the information you receive. Include full names if known (e.g., the date/time/location of the incident, a description of the incident, and how you became aware.) Please respond promptly if a CRCO staff member reaches out to you for more information.
- Survivors of crimes such as sexual assault, stalking, domestic or dating violence are strongly encouraged to report the crime to law enforcement.
- Information about supportive measures, campus resources, rights and policies can be found on the CRCO website: civilrights.osu.edu.

ADDITIONAL TIPS

What to say:

- I'm sorry this happened to you.
- It wasn't your fault.
- Thank you for trusting me with this information.
- I'm always here if you want to talk.
- Can I help you get connected to resources?
- Survivors of crimes such as sexual assault, stalking, domestic or dating violence are strongly encouraged to report the crime to law enforcement.

What NEVER to say:

- It was your fault.
- You could have avoided it had you _____.
- It's been so long! Get over it!
- You wanted it. / You were asking for it.
- It's not that big of a deal; it happens to lots of people.
- I don't believe you.
- Don't even bother reporting.

REPORTING RESOURCES

University Police Division
(614) 292-2121 | dps.osu.edu
In an emergency, call 9-1-1

Civil Rights Compliance Office
(614) 247-5838 |
civilrights.osu.edu
civilrights@osu.edu



THE OHIO STATE UNIVERSITY
CIVIL RIGHTS COMPLIANCE OFFICE

civilrights.osu.edu
Civil Rights Compliance Office
1501 Neil Ave. | Columbus, OH 43201
Phone: 614-247-5838
Email: civilrights@osu.edu

What is My Duty to Report?

All university employees, except those exempted by legal privilege of confidentiality (see [Policy Details III.G](#)) or expressly identified as a confidential reporter, must report incidents of sexual assault immediately.

In addition to the requirement of reporting incidents of sexual assault, **the following university community members must also report all other incidents of discrimination, harassment, sexual misconduct, and prohibited relationships when they receive a disclosure or become aware of information that would lead a reasonable person to believe that discrimination, harassment, sexual misconduct, or prohibited relationships may have occurred** involving anyone covered under this policy. These individuals must report all known information as soon as practicable but at most within five workdays of becoming aware of such information:

1. Any human resource professional;
2. Anyone who supervises faculty, staff, students, or volunteers;
3. Chair/director; and
4. Faculty member.

For additional information and exemptions, visit: go.osu.edu/non-discrimination-policy

Learn more at: civilrights.osu.edu/duty-report

After a Report is Submitted?

The Civil Rights Compliance Office (CRCO) will review every report to identify whether the conduct reported could meet the [definitions in CRCO's policies](#). Those that do not may be referred to campus partners such as Human Resources, Student Conduct, Office of University Compliance and Integrity, etc. **When submitting an incident report, please include as much detail as possible to ensure the concerns are shared with the appropriate office.**

For matters not referred elsewhere, the Civil Rights Compliance Office (CRCO) staff will:

1. Acknowledge and thank the reporter, you may not receive additional updates.
2. Email or call the victim/survivor to offer resources and supportive measures.
3. Discuss available opportunities to participate in a CRCO resolution.
4. Assist in remedying the situation and stopping the negative behavior from occurring in the future.

Remember: An incident report does not, on its own, automatically initiate a CRCO investigation. An investigation begins after a signed complaint is submitted to CRCO. Please see the [CRCO Process Standards](#) to learn more and reach out if you have any questions.



THE OHIO STATE UNIVERSITY
CIVIL RIGHTS COMPLIANCE OFFICE

civilrights.osu.edu

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Additional Support

Ohio State considers the safety of our campus community to be our highest priority. This resource is intended to identify places where you can get help. There are many other resources and sources of information available at civilrights.osu.edu.

If you need any assistance accessing these resources, contact us at civilrights@osu.edu.

NON-CONFIDENTIAL RESOURCES

Civil Rights Intake Coordinators

Civil Rights Compliance Office, 1501 Neil Ave., Columbus, Ohio 43201 | (614) 247-5838 | civilrights@osu.edu

Civil Rights Intake Coordinators in the Civil Rights Compliance Office assist faculty, staff, and students in understanding their rights and options for support and investigation of harassment and discrimination, including sexual misconduct, provide referrals to campus and community resources, and arrange supportive measures.

Title IX Coordinator - Melissa Mayhan

Civil Rights Compliance Office, 1501 Neil Ave., Columbus, Ohio 43201 | (614) 247-5838 | civilrights@osu.edu

The Title IX Coordinator is the designated university official with primary responsibility for coordinating the university's compliance with Title IX. This includes providing leadership for Title IX activities; providing consultation, education and training; and helping to ensure the university responds appropriately, effectively and equitably to Title IX issues.

CONFIDENTIAL RESOURCES

SARNCO Campus Advocates (Student and Employee)

This program empowers survivors and co-survivors to access community resources to aid in their journey of recovery such as reporting with law enforcement, safety planning and more. Aftercare advocates are available to meet with anyone at the location of their choice, including on campus. Advocates can also make anonymous appointments with university staff to learn more about rights and options if the survivor chooses to report.

Call (614) 688-2518 to reach an On Campus SARNCO advocate during business hours or call the SARNCO 24-hour helpline at (614) 267-7020 (confidential and anonymous).

Employee Assistance Program (EAP) | (800) 678-6265 | osuhealthplan.com/eap

EAP, available 24/7/365 for Ohio State benefits-eligible faculty, staff, and family members, provides life assistance for a wide array of personal, work-related, and daily living challenges such as stress, marital/family challenges, depression, anxiety, substance abuse, legal consultation, identify theft support, financial consultation and much more.

Counseling and Consultation Services (CCS) | (614) 292-5766 | ccs.osu.edu

CCS provides individual and group mental health services, psychoeducational prevention and outreach programming to currently enrolled undergraduate, graduate and professional students. CCS also works with spouses/partners of students who are covered by the Student Health Insurance Benefits Plan.

