Suggested Guidelines to Follow if Incidents of Sexual Assault, Dating and Domestic Violence, and/or Stalking are Reported to You*

If you believe someone is about to disclose an incident of sexual violence to you, inform the person of your obligation under the CSU policies to inform the Title IX Coordinator of any incident of sexual violence. Explain that if they do not want the incident to be reported to the campus Title IX Coordinator, the individual can discuss the incident with a confidential resource such as one of the counselors located in the Counseling Center or with an advocate at a local advocate center such as the Alliance Against Family Violence and Sexual Assault. If possible and the reporting party is a student, discuss the brochure “You Are Not Alone: Resources & Options for Survivors of Sexual Misconduct” if available or direct them to the Title IX Website for more information: www.csub.edu/compliance.

1. LISTEN.
If someone discloses sexual violence to you, it means they trust you enough to share this incredibly difficult story. Just listening with compassion can be incredibly helpful.

2. BELIEVE.
Rather than asking a lot of questions, just let the person know that you believe them and will support them as best as you can. Avoid asking questions like “Why did you go with them?,” “Were you drunk?” or “Did you fight back?” Questioning the person’s behavior could make the person feel as though the sexual violence was their fault, even though it was not and even if that’s not your intent. Focus on offering the person support and providing options they can decide what is best.

3. GIVE OPTIONS.
Sexual Violence is a crime of power and control. In order to give a sense of control back to the person, allow them to carefully choose what option is best. They may not make the same decision you might make; however, only they can decide what is a healthy process for them. You can help them explore their options by suggesting available resources—medical, law enforcement, on-campus, off-campus, friends, family, counselors or any other support you can think of. For more information on options, refer to the Title IX website: www.csub.edu/compliance.

*Guidelines Adopted from CSULA and SDSU
4. ENCOURAGE THE PERSON TO CONTACT THE TITLE IX COORDINATOR AND INFORM THEM OF YOUR OBLIGATION TO REPORT TO THE TITLE IX COORDINATOR.

We encourage people who experience sexual violence to contact the Title IX Coordinator directly. The Title IX Coordinator can provide information relating to confidentiality, university policies and procedures, as well as information relating to rights and options. The Title IX Coordinator will also discuss any reasonable interim remedies that are available. You may accompany the individual to meet with the Title IX Coordinator if the reporting individual requests your support.

Employees (with the exception of health care providers, counselors, and rape advocates) are obligated to report to the Title IX Coordinator of any incident of sexual violence. Inform the individual that the Title IX Coordinator will be contacting them.

**What to report to the Title IX Coordinator if known:**
- Names of the individual coming forward, accused, and witnesses
- Date, time, and location of alleged incident
- Any details of the incident shared by the individual
- Whether the individual requested confidentiality
- Whether the complainant requested no action be taken
- Any other relevant facts

After reporting the incident to the Title IX Coordinator, please keep the person’s information private.

**To File a University Complaint**

**Title IX Coordinator**
Marcus Brown  
(661) 654 - 2713  
mbrown59@csub.edu

**Deputy Title IX Coordinator for Student Conduct**
Rubicelia Alvarez  
(661) 654 - 2680  
ralvarez9@csub.edu

**Deputy Title IX Coordinator for Athletics**
Cindy Goodmon  
(661) 654 - 2346  
cgoodmon@csub.edu

**To File a Criminal Complaint**

**University Police**
(661) 654 - 2111 (emergency)  
(661) 654 - 2577 (non-emergency)

**Campus Support Services**

**Campus Advocate (Confidential)**
Vanessa Corona  
(661) 654 - 6210  
advocate@csub.edu  
www.csub.edu/compliance/CampusAdvocate/

**Counseling Center (Confidential)**
(661) 654 - 3366  
www.csub.edu/counselingcenter/

**Student Health Services**
(661) 654 - 2934  
www.csub.edu/healthcenter/

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