**What to do**

1. First offer them support. The person’s health and safety should be your primary concern. If the person’s safety is an immediate concern, contact VCUPD at (804) 828-1234 or call 911. Inform the student they may be contacted by a victim/witness officer.
2. Explain that you are a responsible employee and, in an effort to support a safe community, you are required to report the information they provide to the Title IX coordinator.
3. Tear this card at the perforation. Keep this half of the card for your reference and provide the other half to the person who has experienced prohibited conduct.
4. Report the incident in accordance with the Policy on Sexual Misconduct/Violence and Sex/Gender Discrimination and the options listed below.
5. If you have any questions about how to proceed after a conversation with someone who has experienced prohibited conduct, consult the Title IX coordinator by calling (804) 828-6404 or emailing titleix@vcu.edu.

**Who needs to report?**

Any university employee who is not a confidential employee is a responsible employee and is therefore required to report prohibited conduct to Title IX Coordinator Laura Walsh Rugless.

**Reporting options**

- Complete the Sexual Misconduct/Violence and Sex/Gender Discrimination Incident Reporting Form found at equity.vcu.edu
- Email titleix@vcu.edu
- Call (804) 828-6404 (continued on reverse)

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If someone tells you they have experienced prohibited conduct

**What to do**

A person who experiences an incident of Prohibited Conduct should consider the following immediate actions:

1. Contact VCUPD at (804) 828-1234 or call 911.
2. Seek medical attention.

**On campus**

- University Student Health Services
  Monroe Park Campus: (804) 828-8828
  MCV Campus: (804) 828-9220
- VCU Health Forensic Nursing Office (PERK exams)
  (804) 628-0623 (nonemergency, 24/7)
  1250 E. Marshall St., Richmond, VA

**Off campus**

- St. Mary’s Hospital (PERK exams)
  (804) 281-8574 (nonemergency, 24/7)
  5801 Bremo Rd., Richmond, VA

3. Report the situation to the Title IX coordinator at any time by calling (804) 828-6404, emailing titleix@vcu.edu, or completing the Sexual Misconduct/Violence and Sex/Gender Discrimination Incident Reporting Form found at equity.vcu.edu.
4. Contact University Counseling Services.
   - Monroe Park Campus: (804) 828-6200
   - MCV Campus: (804) 828-3964
5. If you need help deciding which option is best for you, contact an advocate:
   - VCU Wellness Resource Center: (804) 828-9355
   - Greater Richmond Regional Hotline: (804) 612-6126

- LGBTQ Partner Abuse and Sexual Assault Hotline: (866) 356-6998
6. Contact parents, friends or support persons.

**What to know**

1. You set the pace.
2. You have the right to choose who you will speak to, what resources you will use, what you will say and when you will say it.
3. There are many resources available to help you, both on and off campus (see reverse side).
4. It is your choice whether to name the other person(s).
5. Your information will be kept private and only shared with those who “need to know.” In some cases, this will include law enforcement and the commonwealth’s attorney. We want to help ensure your well-being and the well-being of our community members.

You do not have to make any decisions immediately, but if there is any chance you might pursue a criminal investigation, it is important to preserve evidence.

**For sexual assault:** Please do not change or shower. If you do remove items of clothing, place them in a paper (not plastic) bag. If oral contact took place, try not to smoke, eat, drink or brush your teeth. Consider seeing a health care provider who will be able to check you for injuries, talk to you about possible pregnancy concerns and/or sexually transmitted infections, and collect evidence by completing a Physical Evidence Recovery Kit (PERK) exam.
On-campus resources
VCU Police Department
(804) 828-1234 (emergency)
(804) 828-1196 (nonemergency)
You Have Options online portal:
reportingoptions.org/vcu-pd
Chief of Police, VCU Police Department
John Venuti (804) 690-8868 or javenuti@vcu.edu
Title IX Coordinator
Laura Walsh Rugless (804) 828-6404
or titleix@vcu.edu
Deputy Title IX Coordinator for Investigations
Matthew Meneely (804) 827-8319
Deputy Title IX Coordinator for Students
Tammi Slovinsky (804) 827-1963
Deputy Title IX Coordinator for Employees
Cathleen C. Burke (804) 828-3248
Deputy Title IX Coordinator for Athletics
Sofia A. Hiort-Wright (804) 828-2184

Confidential on-campus resources
For students:
University Counseling Services
Monroe Park Campus (804) 828-6200
MCV Campus (804) 828-3964
VCU Wellness Resource Center
(804) 828-9355
myoptions@vcu.edu
For employees:
Employee Assistance Program
(855) 223-9277

Off-campus resources
Richmond Police Department
911 (emergency)
(804) 646-5100 (nonemergency)
Greater Richmond Regional Hotline
(YWCA, Safe Harbor, Hanover Safe Place)
(804) 612-6126 (24/7)
LGBTQ Partner Abuse and Sexual Assault Hotline
(866) 356-6998 (24/7)
Text: (804) 793-9999
Chat: vsdvalliance.org

In case of an emergency, contact:
VCU Police Department (804) 828-1234 (24/7)
Chief of Police, VCU Police Department
John Venuti (804) 690-8868 or javenuti@vcu.edu
The confidential employees at VCU are:
• Any employee who is a licensed medical, clinical
  or mental health professional, when acting in
  his or her professional role in the provision of
  services to a patient who is a student.
• Any employee providing administrative, opera-
  tional and/or related support for such health care
  providers in their performance of such services or
  providing individual intake, advocacy and refer-
  rals to clinical and counseling services.
• Offices that this applies to at VCU include University
  Counseling Services, University Student Health
  Services and the Wellness Resource Center.
If you have questions about whether to report, contact
the Title IX coordinator.

Prohibition Against Retaliation
VCU supports an environment free from retaliation.
Retaliation against any individual who brings forth
a good faith concern, asks a clarifying question or
participates in an investigation is prohibited. Actions
in response to a good-faith report or response
under this policy are considered retaliatory if they
have a materially adverse effect on the working,
academic or VCU-controlled living environment
of an individual; or if they hinder or prevent the
individual from effectively carrying out his or her VCU
responsibilities.

Why do I need to report?
• To provide the complainant with access to all
  available resources and information for them to
  make decisions.
• To help safeguard the well-being of the com-
  plainant and the well-being of our community
  members.

What to say
• There are many resources available to you, both
  on and off campus, some of which are strictly
  confidential.
• To help ensure your well-being and the well-being
  of our community members, I am required to report
  the information you provide to the Title IX coordinator.
The Title IX staff is available to meet with you to
direct you to resources and explain your options
should you want the university to take action.
However, you have the right to choose who you
speak with and what resources you use.
• The university is required to provide certain crime
  statistics and reports of sexual violence to VCU
  Police and local law enforcement. However, you
  have the right to participate or decline to
  participate in any criminal investigations.