Title IX Support and Report Resources  
(Updated as of September 2020) 

Prohibited conduct  
• Sexual assault  
• Sexual exploitation  
• Partner or relationship violence (including stalking)  
• Sex or gender-based discrimination (including harassment)  
• Retaliation  
• Complicity  

For more information, please read the policies on Title IX Sexual Harassment and Sex-Based Misconduct in the policy library at policy.vcu.edu. 

If someone tells you they have experienced prohibited conduct... 
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 person 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. Provide them with the information and resources listed below in the “If you have experienced prohibited conduct...” section.  
4. Report the incident in accordance with the policies on Title IX Sexual Harassment and Sex-Based Misconduct 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) 828-1347 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 the Title IX Coordinator, Emily Caputo.  

Reporting options  
• Complete the Title IX and Sex-Based Misconduct Reporting Form found at equity.vcu.edu  
• Email titleix@vcu.edu  
• Call (804) 828-1347
A confidential employee at VCU is:

- Any employee who is a licensed medical, clinical or mental health professional, when acting in their professional role in the provision of services to a patient who is a student.
- Any employee providing administrative, operational and/or related support for such health care providers in their performance of such services or providing individual intake, advocacy and referrals to clinical and counseling services.
- Offices that this applies to at VCU include University Counseling Services, Advocacy Services and University Student Health Services.

If you have questions about whether to report, contact the Title IX coordinator.

University Counseling Services
Monroe Park Campus: (804) 828-6200
MCV Campus: (804) 828-3964

Advocacy Services
(804) 828-6200
myoptions@vcu.edu

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 complainant and the well-being of our community members.
- To help the university stop prohibited conduct, remedy its effects and prevent its recurrence.

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.

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.

If you 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.
   - VCU Health Forensic Nursing Office (PERK exams)
     (804) 628-0623 (nonemergency, 24/7)
     1250 E. Marshall St., Richmond, VA
   - University Student Health Services
     Monroe Park Campus: (804) 828-8828
     MCV Campus: (804) 828-9220
3. Report the situation to the Title IX coordinator by completing Title IX and Sex-Based Misconduct Reporting Form found at equity.vcu.edu, calling (804) 828-1347 or emailing titleix@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 a victim advocate.
   - Advocacy Services: (804) 828-6200 or myoptions@vcu.edu
   - Greater Richmond Regional Hotline: (804) 612-6126
   - LGBTQ Partner Abuse and Sexual Assault Helpline: (866) 356-6998
6. Contact family, 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.
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
- **Director of Civil Rights Investigations and Title IX Coordinator**
  Emily Caputo (804) 828-1347 or titleix@vcu.edu
- **Deputy Title IX Coordinator for Students**
  Reuban Rodriguez (804) 827-8941
- **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
- **Advocacy Services**
  (804) 828-6200
  myoptions@vcu.edu

**For employees:**
  hr.vcu.edu/current-employees/employee-relations/counseling-referrals

Off-campus resources
*All of the following off-campus resources are available 24/7.*
- **Richmond Police Department**
  911 (emergency)
  (804) 646-5100 (nonemergency)
- **Greater Richmond Regional Hotline (YWCA, Safe Harbor, Hanover Safe Place, etc.)**
  (804) 612-6126
- **LGBTQ Partner Abuse and Sexual Assault Helpline**
  (866) 356-6998
  Text: (804) 793-9999
  Chat: vadata.org/chat
- **Virginia Statewide Hotline**
  (800) 838-8238