



UCIIRVINE | UNIVERSITY
of CALIFORNIA

GUIDELINES FOR REPORTING AND RESPONDING TO REPORTS OF SEX OFFENSES

**UNIVERSITY OF CALIFORNIA, IRVINE
ADMINISTRATIVE POLICIES AND PROCEDURES, Sec. 700-17**

OEOD

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Committed to Inclusive Excellence

The Office of Equal Opportunity and Diversity (OEOD) is a neutral office charged with coordinating the University's compliance with federal and state laws and University policies and procedures related to discrimination, harassment, and sexual offenses. Part of that responsibility includes responding to both formal and informal complaints of discrimination based on **race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services**, including sexual harassment, sexual offense, and retaliation related to a complaints of discrimination.

I encourage you to read through the information contained in this packet to learn more about your rights and responsibilities, as well as the University's commitment to creating and maintaining an environment in which all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of discrimination and harassment.

The Guidelines contained in this packet, as well as additional information about our policies, processes and services are also available our on OEOD website, www.oiod.uci.edu.

If you have any questions, please feel free to contact the Office of Equal Opportunity & Diversity at (949) 824-5594 or OEOD@uci.edu.

Sincerely,

Kirsten K. Quanbeck
Associate Vice Chancellor & Director
Office of Equal Opportunity & Diversity

BUSINESS AND FINANCIAL AFFAIRS

General Administration

Sec. 700-17: Guidelines for Reporting and Responding to Reports of Sex Offenses

Responsible Office: Office of Equal Opportunity and Diversity (OEOD)

Revised: May 1, 2014

References / Resources

University of California

[Policy on Sexual Harassment and Sexual Violence](#)

Academic Personnel Manual

[APM-15](#) Faculty Code of Conduct

UC Business and Finance Bulletin

[RMP-8](#) Legal Requirements on Privacy of and Access to Information

UCI Implementation of UC Policies Applying to Campus Activities, Organizations, and Students (PACAOS)

[Code of Student Conduct 102.08](#)

[Student Conduct Process for Discrimination, Harassment and Sex Offenses](#)

UCI Administrative Policies & Procedures

[Section 700-16](#) Policy on Conflicts of Interest Created By Consensual Relationships

[Section 700-18](#) Guidelines for Reporting and Responding to Reports of Discrimination and Harassment

Contact: [Office of Equal Opportunity and Diversity \(OEOD\)](#) at 949-824-5594 or oeod@uci.edu

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A. University Policy

UC Irvine is committed to creating and maintaining an environment in which all individuals who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation or intimidation, including sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. Such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sex offenses and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates [University policy](#) and these Guidelines.

B. Purpose and Application

These Guidelines address sex offenses as they affect UC Irvine students and employees, both those who report being the subject of a sex offense and those accused of committing such an offense.

These Guidelines define the sex offenses prohibited by UC Irvine, provide guidance about what individuals should do if they believe they have been the subject of a sex offense or have been accused of a sex offense, and describe what the University will do if a sex offense is reported. Individuals found responsible for violating these Guidelines may be sanctioned under the applicable [University procedure](#) and may also be separately prosecuted under California criminal statutes. The determination whether a matter will be criminally prosecuted is made by the applicable prosecutor's office, not by officials at UC Irvine. Any criminal process is entirely separate from administrative proceedings at the University. Whether or not the criminal justice authorities choose to prosecute, the University may commence investigatory and disciplinary proceedings with a student or employee alleged to have violated these Guidelines.

The University has jurisdiction over alleged violations by students and employees that occur on University grounds and facilities such as offices and residence halls, and at official University-supported activities. In addition, although the University will not routinely invoke its disciplinary processes over conduct that occurs off-campus, the University has discretion under these Guidelines and the [Code of Student Conduct](#) to exercise jurisdiction over conduct that occurs off-campus but affects the learning or working environment.

These Guidelines apply to sex offenses as defined below. Reports of sexual harassment are addressed in [Section 700-18, Guidelines for Reporting and Responding to Reports of Discrimination or Harassment](#). Some types of conduct may be addressed under either or both Policies. Consensual romantic relationships between members of the University community may be subject to other University policies; for example, those governing faculty-student relationships are detailed in the [Faculty Code of Conduct](#) and those governing relationships between employees are found in the [Section 700-16, Policy on Conflicts of Interest Created By Consensual Relationships](#).

C. Prohibited Acts and Definitions

It is a violation of these Guidelines to commit or attempt to commit any sex offense defined or addressed below:

“Sexual assault” occurs when physical sexual activity is engaged in without the consent of the other person. The conduct may include:

- Physical force, violence, threat or intimidation
- Ignoring the objections of the other person
- Causing the other person's intoxication or impairment through the use of drugs or alcohol
- Taking advantage of the other person's incapacitation (including voluntary intoxication), state of intimidation, or other inability to consent

- Sexual battery.

“**Sexual misconduct**” is non-consensual sexual activity that does not involve touching. The misconduct may include:

- Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person
- Allowing third parties to observe sexual acts
- Engaging in voyeurism
- Exposing oneself.

An “**attempt**” occurs when anyone attempts to commit an act defined above but fails, or is prevented or intercepted in its perpetration.

“**Domestic violence**” is behavior that includes physical, sexual, verbal, emotional or psychological abuse by a current or former spouse, by a person with whom the Complainant shares a child in common, by a person who is cohabitating or has cohabitated with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under the laws of the jurisdiction, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic violence laws.

“**Abuse**” means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable fear of imminent serious bodily injury to himself or herself or another. Abuse may include:

- Physical abuse involves acts such as hitting, slapping, pushing, punching, kicking, and choking. It could involve using a weapon or object to threaten or hurt someone. It also includes throwing, smashing, or breaking personal items and hurting or killing of pets.
- Sexual abuse involves pressuring or forcing someone to engage in nonconsensual sexual acts, including creating pictures or videos.
- Verbal abuse involves put downs, name calling, yelling or swearing.
- Emotional abuse involves ignoring someone or using looks or actions or speaking in ways that are frightening or threatening.

“**Dating violence**” is behavior that includes physical, sexual, verbal, emotional or psychological abuse committed by a person who has been in a relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on consideration of factors such as length of relationship, type of relationship, and frequency of interaction between persons involved in the relationship.

“**Stalking**” is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others. Examples of stalking include:

- Following
- Obsessive behavior

- Unwanted phone calls or other forms of communication
- Unwanted letters or messages
- Unwanted gifts or threatening gifts
- Damage to property
- Appearance at places of residence, school, work
- Threats to person, family, or friends
- Inappropriate confrontations and approaches.

D. Consent and Incapacitation

1. Consent

Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent is **informed**.
- Consent is **voluntary**. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act of expression of intent to engage in the act pursuant to an exercise of free will.
- Consent is **revocable**; it may be withdrawn at any time. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
- Consent cannot be give when a person is **incapacitated**. A person cannot consent if he or she is unconscious or coming in and out of consciousness. A person cannot consent if he or she is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his or her understanding of the act is affected by a physical or mental impairment.
- For purposes of these Guidelines, the age of consent is consistent with California Penal Code Section 261.5.

It is the responsibility of the person wanting to engage in the specific sexual activity to make sure that he or she has consent. In making determinations of consent the following will be taken into consideration:

- Silence does not equal consent.
- Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution. When in doubt, assume that another person is incapacitated and therefore unable to give consent.

2. Incapacitation

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drug consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the Complainant was incapacitated.

E. The Role of Alcohol and Drugs

It is a violation of these Guidelines and a criminal offense to engage in sexual acts with someone who has been using alcohol, drugs, or other intoxicants to the degree that he or she is unable to provide consent. This is true whether or not the person reporting the sex offense voluntarily consumed the alcohol, drug, or intoxicant.

Intentionally causing someone to become intoxicated in order to facilitate the sex offense will be considered as a factor when determining responsibility and, where responsibility has been found, imposing appropriate sanctions.

Because alcohol, drugs, and other intoxicants are often involved in sex offense matters, Complainants may be afraid to report sex offenses to authorities where they also have engaged in an activity that violated University policy or state law, such as a person under age 21 drinking alcohol. UC Irvine encourages the reporting of sex offenses and therefore generally does not hold Complainants and/or witnesses accountable for alcohol or drug-related [Code of Student Conduct](#) violations that may have occurred at the time of the sex offense.

The use of intoxicants by a student or employee accused of a sex offense does not excuse the offense.

F. Immediate Assistance for Sex Offenses

1. **Seek immediate support services.** See [Resources](#).
2. **Request a Sexual Assault Forensic Exam** (with or without an Administrative Investigation or Police Report) by contacting Community Services Programs (CSP).

A sexual assault Complainant has the option to have a Sexual Assault Forensic Exam (commonly referred to as a "rape kit" or "rape exam") conducted. No police report is required. The exam is conducted at only one facility in Orange County: Anaheim Regional Medical Center (see [Resources](#) for contact information). This option is available for up to 96 hours after the sexual assault occurred.

The Sexual Assault Nurse Examiner (SANE) interviews the Complainant, collects any physical evidence from the sexual assault, and stores evidence in a secure location using a case number without the Complainant's name or contact information. Physical evidence will be held for a period of 18 months, and then it will be destroyed.

This will not trigger an investigation; therefore, no action will be taken against the Respondent as the result of this report. If the Complainant changes his or her mind and wants to make an investigative report to law enforcement, the Complainant will sign a release allowing the SANE to release evidence to the police. CSP staff is available to assist individuals with this process. See [Resources](#).

3. **Seek medical attention.** Health providers can examine and treat physical injuries and provide pregnancy tests and testing for sexually transmitted diseases. Student Health Services provides medical care for all registered students. Employees may obtain medical attention through their medical provider.

It is important to note that any health center or physician treating the Complainant of a violent crime is obligated by law to report the crime to the police. Student Health Services and UC Irvine Medical Center do not conduct Sexual Assault Forensic Exams. University will protect the privacy of individuals involved in a Report to the extent possible under law and University policy. A Report may result in the gathering of extremely sensitive information about individuals in the University community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the privacy of individuals.

An individual who has made a Report may be advised of sanctions imposed against the Respondent when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the Report). However, information regarding disciplinary action taken against the Respondent will not be disclosed without the Respondent's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

G. Reporting Sex Offenses

The University encourages the timely reporting of all sex offenses. The University's first responsibility in responding to such reports is attending to the needs of the individuals involved (for example, the Complainant, the Respondent, and potential witnesses). The University is also dedicated to ensuring that both individuals alleging a violation of these Guidelines and accused of violating these Guidelines are treated fairly by the University. All reports of sex offenses are taken with the utmost seriousness; individuals will be provided a fair process and referred to appropriate services for assistance. Persons who have been the subject of a sex offense may exercise any or all of the following options:

1. **Report the Sex Offense to the [UC Irvine Police Department](#).**

Although it is never too late to file a police report, it is highly recommended to report a sex offense as soon as possible in order to allow for the collection of evidence. When a report is made to the UC Irvine Police Department, an investigating officer trained in sex offense cases will be dispatched to the scene and will explain the police procedures. If it is determined that a Sexual Assault Forensic Exam is advisable, the police will assist with transportation and contacting the SANE, who will conduct the exam. The officer will inform the Complainant that he or she has the right to have a support person present during the investigative interview. Detectives will assist with the investigation and proper evidence collection. CSP staff is available to accompany the individual.

At the conclusion of the police investigation, the case may be forwarded to the prosecutor's office for review. The prosecutor's office makes the final decision whether to criminally prosecute the Respondent. If the prosecutor does not move forward with the complaint, the Complainant may request that a representative from CSP accompany him or her to the prosecutor's office for a meeting to discuss the decision.

A Complainant may make a police report or participate as a witness in the court proceedings at his or her own discretion.

If a Complainant chooses to file a police report, the Victim/Witness Assistance Program, funded by the State of California, is available free of charge. Its services include counseling, court escort, advocacy and financial assistance.

If the sex offense occurred off-campus, the Complainant may file a report with the appropriate police department.

2. **Report the Sex Offense to the [Office of Equal Opportunity and Diversity](#).**

The Complainant may request an administrative investigation from the UC Irvine Office of Equal Opportunity and Diversity (OEOD <http://www.oeod.uci.edu>), whether or not a report has been filed with the police.

UC Irvine encourages all persons who have experienced a sex offense to report the offense as soon as possible after its occurrence, in order for appropriate and timely action to be taken. All University officials will refer reports of sex offenses to OEOD as soon as possible after receipt of the report or knowledge of the incident, unless rules regarding privacy or confidentiality prevent this disclosure.

OEOD will perform fact-finding and, when appropriate, complete a fact-finding report, including a finding of whether there is reasonable cause to believe that these Guidelines have been violated. The fact-finding report and finding will be submitted to a University official with the authority to implement the actions necessary to resolve the complaint, generally the Office of Student Conduct in the case of students and the appropriate supervisor in the case of employees. In addition, OEOD may propose interim remedies

for both parties, such as adjustments to on-campus housing assignments or class schedules, or alternative work arrangements for employees.

H. Administrative Investigation Procedures

1. **Fact-Finding Investigation:** The administrative investigation begins with an inquiry into the facts by OEOD. The investigation may be initiated when an individual reporting a sex offense files a written request for an investigation with OEOD. In cases where there is no written request, OEOD may initiate an investigation. The investigation will be conducted in such a way as to protect the privacy of those involved to the greatest extent possible. The investigation includes the following: the Respondent will be provided a copy of the written request for formal investigation or a full and complete written statement of the alleged violation along with a copy of these Guidelines within a reasonable period of time following the initiation of the formal investigation, typically within seven business days.

The individual(s) conducting the investigation will be familiar with this Policy and have training or experience in conducting sex offense investigations.

2. **Interviews:** The investigation generally includes interviews with the parties, interviews with other witnesses as needed, and a review of relevant evidence as appropriate. Disclosure of facts to parties and witnesses is limited to what is reasonably necessary to conduct a fair and thorough investigation.
3. **Support Person:** Upon request, the Complainant and Respondent may each have a support person present when they are interviewed. Other witnesses may have a support person present at the discretion of the investigator or as required by applicable University policy. In addition, resources such as [Campus Assault Resources and Education \(CARE\)](#) may be consulted.
4. **Interim Protections or Remedies:** At any time during the investigation, OEOD may recommend that interim protections or remedies be implemented by the appropriate UC Irvine official. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative academic, working or student housing arrangements, regardless of the outcome of the student conduct or disciplinary process. Failure to comply with the terms of interim protections or remedies may be considered a separate violation of University Policy.
5. **Report of Findings:** The investigation will be completed as promptly as possible and in most cases within 60 business days of the date the request for formal investigation was filed. Generally, an investigation will result in a Report of Findings that includes a statement of the allegations, a summary of the evidence, findings of fact, and a determination by the investigator as to whether there is reasonable cause to believe that University policy has been violated. The standard of proof for the purposes of the investigation is preponderance of the evidence (whether it is more likely than not that the facts occurred as alleged).

The Report will be submitted to the Director of Student Conduct (for students) or University official with the authority to implement the actions necessary to resolve the complaint (for employees).

6. **Report Used as Evidence:** The Report may be used as evidence in other related proceedings such as subsequent complaints, grievances and/or student conduct actions. Disciplinary action will be governed by the appropriate relevant University Disciplinary Procedures applying to the Respondent. See [University Procedures](#).
7. **Notification of Completion of Report:** The Complainant and the Respondent will be informed promptly in writing when the investigation is complete. They may each request a copy of the Report of Findings. However, in accordance with University policy, the Report will be redacted to protect, to the extent possible, the privacy of personal and confidential information regarding all individuals other than the individual requesting the Report.
8. **Privacy:** The University will protect the privacy of individuals involved in a report of a sex offense to the extent possible under law or University policy. A report of a sex offense may result in the gathering of extremely sensitive information about individuals in the University Community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of a sex offense. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the privacy of individuals.
9. **Confidentiality for Sex Offense Reports:** The Victim Advocate at [Campus Assault Resource and Education \(CARE\)](#), licensed counselors at the Counseling Center and the Office of the Ombuds provide places where individuals who may be considering bringing a report of a sex offense can discuss their concerns and learn about the procedures and potential outcomes while remaining anonymous. Individuals consulting with these confidential resources will be advised that their discussions in these settings are not considered an official notice or report to UC Irvine about a sex offense. Without additional action by the individual, such as reporting the incident to Office of Equal Opportunity and Diversity (OEOD), the Police or other University Officials, these discussions will not result in any action by the University to resolve their concerns, except as otherwise required by law.

I. Remedies and Referrals to Disciplinary Procedures

These Guidelines are designed to provide a prompt and effective response to reports of sex offenses. A prompt and effective response may include early resolution, formal investigation, and/or targeted training or educational programs. Interim remedial measures may be taken as appropriate.

Upon a finding of a sex offense, the University may offer remedies to the individual or individuals harmed by the sex offense. Such remedies may include counseling, an opportunity to

repeat course work without penalty, changes to student housing assignments, or other appropriate interventions, such as changes in academic, living, transportation, or working situations. The findings may be considered in determining appropriate remedies for individuals harmed by the sex offense.

Any member of the University community who is found to have violated these Guidelines is subject to disciplinary action up to and including dismissal in accordance with the applicable University disciplinary procedure or other University policy. Procedures under these Guidelines will be coordinated with applicable complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of University policies include, among other things, engaging in behavior that constitutes a sex offense, retaliating against a complainant reporting a sex offense, violating interim protections, filing intentionally false charges of a sex offense, or making intentionally false statements to investigators. Investigative reports made pursuant to these Procedures may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

J. Lack of Evidence

Because reports of sex offenses may involve interactions between persons that are not witnessed by others, reports of sex offenses cannot always be substantiated by additional evidence other than the accounts by the persons involved. It is important that Complainants preserve any potential evidence for administrative or criminal investigations; however, lack of corroborating evidence or “proof” should not discourage individuals from reporting sex offenses.

K. Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the applicable University disciplinary procedures (see [University Procedures](#)). This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

L. Retaliation

These Guidelines prohibit retaliation against persons making a report under these Guidelines, assisting someone with a report of a sex offense, or participating in any manner in an investigation or resolution of a report of a sex offense. Retaliation includes, but is not limited to, harassment, threats, intimidation, reprisals, and/or adverse actions. Any individual who is subjected to retaliation (for example, threats, intimidation, reprisals, or adverse employment or education actions) for having reported a sex offense in good faith, for having assisted someone with a report of a sex offense, or for having participated in any manner in an investigation or resolution of a report of a sex offense, may make a report of retaliation under these procedures. The report of retaliation will be treated as a report of sexual offense and will be subject to the same procedures.

M. Resources

There are many options, resources, and information available both on-campus and in the Orange County community to provide response, medical services, counseling, and support services to sex offense Complainants. These on-campus and off-campus resources are for persons who have experienced a sex offense, persons who have been accused of a sex offense, witnesses, and support persons.

[UC Irvine 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 examinations in order to provide admissible evidence when the person reporting the sex offense desires prosecution through the criminal justice system. The UC Irvine Police Department encourages the University community, including students, to immediately contact them by dialing 911 or (949) 824-5223 to report a sex offense. The preservation of evidence is essential to the successful prosecution of a sex offense. UC Irvine Police Department personnel have been specially trained in the proper handling, identification, collection and preservation of such evidence. The UC Irvine Police Department is available 24 hours a day, seven days a week. Address: 410 E. Peltason Dr. Irvine, CA 92697 Phone: (949) 824-5223 or 911.

[Campus Assault Resource & Education \(CARE\)](#) is a primary source for information, crisis intervention and follow-up support regarding sexual assault, dating violence and stalking for students on the UC Irvine campus. CARE, in collaboration with an in-office CSP Victim Advocate, coordinates accompaniment services for student Complainants to the police, evidentiary exams and the court system. In addition, individual and group counseling is also available to students who are Complainants of sex offenses. CARE is available during normal business hours. Address: G320 Student Center, Irvine, CA 92697 Phone: (949) 824-5594.

[Office of Equal Opportunity and Diversity \(OEOD\)](#) is responsible for receiving and conducting the administrative investigation of all reports of sex offenses filed on campus and is available to discuss options, provide assistance, explain University policies and procedures, and provide education on relevant issues including sexual harassment and sexual violence prevention. The OEOD investigation is not a criminal procedure. The OEOD is available during normal business hours. Address: 103 MSTB, Irvine, CA 92697 Phone: (949) 824-5594.

[Student Health Center](#) can provide on-campus medical attention to students experiencing a sex offense. 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. The Student Health Center is available during normal business hours. Address: 501 Student Health Irvine, California 92697 Phone: (949) 824-5301.

[Counseling Center](#) offers free and confidential short-term and crisis counseling by licensed mental health providers to all UC Irvine students on an urgent basis, or by appointment. The Counseling Center also offers certain free and confidential psychiatric services. Referrals to off-campus psychotherapeutic and psychiatric providers are also available through the Counseling Center. The Counseling Center is available during normal business hours. Address: 203 Student

Services 1, Irvine, CA, 92697 Phone: (949) 824-6457.

[Employee Assistance Program \(EAP\)](#) is a free confidential service provided by Cascade Centers, Inc. that can help UCI employees with any personal concerns including relationship concerns and issues related to sex offenses. The Cascade Centers are available 24 hours a day, seven days a week to assist employees face to face, over the phone, and on-line. Cascade can be reached by phone at 1-800-433-2320, via e-support at www.cascadecenters.com/esupport, or on their website at www.cascadecenters.com and info@cascadecenters.com.

[Office of the Ombudsman](#) provides a safe and comfortable environment to discuss complaints, concerns or problems confidentially. The ombudsman acts as an independent, impartial resource. The Office of the Ombudsman does not serve as an office of notice or record for the university. The office does not conduct formal investigations nor does it maintain or keep records. If the ombudsman deems it proper, he or she will refer visitors to the office most appropriate for their concern or complaint. The Office of the Ombudsman serves all students, faculty, staff and administrators of the UCI community – both on the main campus and at the medical center. The Office of the Ombudsman is available during normal business hours. Address: 205 MSTB, Irvine, CA 92697 Phone: (949) 824-7256.

[Office of Student Conduct](#) provides leadership for UCI's campus-wide non-academic 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. The Office of Student Conduct is available during normal business hours. Address: G308 Student Center, Irvine, CA 92697 Phone: (949)-824-5590.

[Community Service Programs, Inc. \(CSP\)](#) provide certified sexual assault counselors 24 hours a day, seven days a week via a rape crisis hotline, to police departments and hospitals, and through two rape crisis centers. Comprehensive and confidential services are provided to victims of rape and other sexual assaults, sexually abused children, and their family members. CSP programs are also available to help provide victims of partner violence apply for a temporary restraining order, explore options for safe housing, assist in accessing counseling services for themselves and their children, and to provide support during criminal justice system proceedings. Address: 1221 East Dyer Rd. Suite 120, Santa Ana, CA 92705 Phone: (949) 250-0488, (949) 752-1971.
www.cspinc.org

[Human Options](#) provides assistance to victims of domestic and dating violence and their families. Human Options provides emergency shelter and long term assistance for battered women and children who are in a dangerous situation due to an abusive relationship. Human Options provides emergency shelter and transitional living programs, including: safe housing, counseling, legal advocacy, case management and job readiness training for abused women and their children. Human Options provides long-term support to help rebuild lives through the Children and Families Counseling Center. They additionally provide a domestic violence hotline at 1-877-854-3594. For more information go to <http://humanoptions.org/contact/>

APPENDIX I: University Complaint Resolution and Grievance Procedures

Applicable complaint resolution and grievance procedures if a member of the University community elects to file a complaint or grievance containing allegations of sexual harassment:

Academic Personnel:

Members of the Academic Senate	UC Senate Bylaw 335
Non-Senate Academic Appointees	APM - 140
Exclusively Represented Academic Appointees	Applicable collective bargaining agreement

Students:

Policies Applying to Campus Activities, Organizations and Students, Section 102.09

Staff Personnel:

Senior Managers	PPSM II-70
Managers and Senior Professionals, Salary Grades VIII and IX	PPSM 71
Managers and Senior Professionals, Salary Grades I – VII; and Professional and Support Staff	PPSM 70
Exclusively Represented Staff Personnel	Applicable collective bargaining agreement
DOE Laboratory Employees	Applicable Laboratory policy

All:

The *University of California Policy on Reporting and Investigating Allegations of Suspected Improper Governmental Activities (Whistleblower Policy)* and the *University of California Policy for Protection of Whistleblowers from Retaliation and Guidelines for Reviewing Retaliation Complaints (Whistleblower Protection Policy)*, which govern the reporting and investigation of violations of state or federal laws or regulations and University policy, including sexual harassment.

APPENDIX II: University Disciplinary Procedures

Applicable disciplinary action procedures if a report of sexual harassment results in a recommendation for disciplinary action:

- A. The *Faculty Code of Conduct (APM - 015)* and the *University Policy on Faculty Conduct and the Administration of Discipline (APM - 016)*, as approved by the Assembly of the Academic Senate and by The Regents, outline ethical and professional standards which University faculty are expected to observe. It also identifies various forms of unacceptable behavior which are applicable in cases of sexual harassment and outlines sanctions and disciplinary procedures. Because the forms of unacceptable behavior listed in the *Faculty Code of Conduct* are interpreted to apply to sexual harassment, a violation of the University's *Policy on Sexual Harassment* constitutes a violation of the *Faculty Code of Conduct*
- B. Provisions of *Non-Senate Academic Appointees/Corrective Action and Dismissal (APM - 150)* (applicable to non-exclusively represented academic appointees) and collective bargaining agreements (applicable to exclusively represented academic appointees) provide for corrective action or dismissal for conduct which violates University policy.
- C. *Policies Applying to Campus Activities, Organizations, and Students* sets forth in Section 100.00 the types of student misconduct that are subject to discipline and the types of disciplinary actions that may be imposed for violation of University policies or campus regulations.
- D. Provisions of the *Personnel Policies for Staff Members* and the DOE Laboratories personnel policies (applicable to non-exclusively represented staff employees) and collective bargaining agreements (applicable to exclusively represented staff employees) prohibit conduct which violates University policy with respect to sexual harassment and provide for disciplinary action for violation of University policy.

EXTERNAL RESOURCES AND TIME LIMITS FOR FILING COMPLAINTS

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
611 West Sixth Street, Suite 1500
Los Angeles, CA 90017
Employment Discrimination: 800-884-1684
Housing Discrimination: 800-233-3212
www.dfeh.ca.gov
365 days from last incident

Equal Employment Opportunity Commission (EEOC)
255 E. Temple Street, 4th Floor
Los Angeles, CA 90012
800-669-4000 213-894-1121
www.eeoc.gov
300 days (10 months) from last incident

U.S. Department of Education
Office for Civil Rights, San Francisco Office
Old Federal Building, 09-801050
50 United Nations Plaza, Room 239
San Francisco, CA 94102-4102
415-556-4275
www.ed.gov/offices/OCR (online complaint form available)
180 days from last incident or outcome of grievance