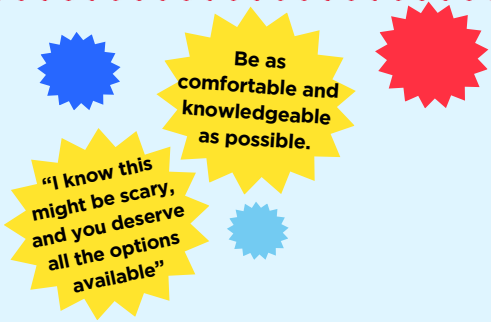
Ready Made Responses

How to respond when someone is telling you about their experience.

If you sense the direction of the conversation:
"I want to pause you for a minute. Before you share, I want to let you know I'm a mandatory reporter. That means..."

If you get a disclosure without being able to share context:
"I want to pause you for a minute. Thank you for sharing that with me. It sounds like a really challenging experience. Before we move forward, I want to let you know I'm a mandatory reporter. That means..."



Be trauma informed

- Think about tone. Slow down, be "soft."
- Think about the environment. Ask the person if they would like to move to a different space if needed.
- Allow for emotions to be present.
- Know trauma may not allow for linear thinking.
- Acknowledge the challenging nature of the conversation.
- Remind the person that while you have to submit a report to OCRTIX, they get to choose if they engage with our office.

Be thinking about options you can provide

- **Ask questions about safety** - "Are you feeling safe now?" "Would you like me to call *resource* with you now? - Resource: KUPD, Housing
- **Talk about evidence preservation (if applicable)** - "It can be helpful to keep any potential evidence so you can continue to make decisions in the future, even if you're not ready to take action now. Would you like me to call Housing/KUPD/CAPS? - Resource: Hospital, SANE exam
- **Think about what other campus/community resources might be helpful.** Think about what could help fulfill basic needs (food, water, safety) and what else a person might need (academic assistance, time in community, etc.)

Let the person know about OCRTIX's next steps

1. Once a report is sent to us we reach out to the person who may have experienced harm, ***invite*** **them to a conversation** about their experience. Here we share options and resources. This is called an Intake Meeting.

The person is welcomed to bring an advisor to assist them through the process.

2. **We talk through goals**, including informal and formal options such as formal complaints and investigations. The person who may have experienced harm helps to guide this conversation with their goals.

3. **We explore support measures** which can include but is not limited to housing, academic, and/or employment accommodations.

Support measures are not guaranteed, but we can explore options.

4. We help to **facilitate our resolution processes** informed by the person's goals.

Things to Remember

- If you are comfortable and knowledgeable throughout the conversation, this helps the person be informed of our office and process. It is unlikely your relationship will be impacted with the person.
- You're not getting anyone "in trouble," you are providing the person with the opportunity to get the support and resources they deserve.
- You can always reach out to our office for support and questions regarding mandatory reporting.

Report Here

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