



# How to Refer a Student to SARC

Sexual Assault & Violence Prevention  
Resource Center

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# Agenda

- Learning Outcomes
- SARC Overview
- Understanding the Issues
  - Definitions & Statistics
- Role Play: A student walks in...
  - Processing
  - Common Reactions
- 5 Steps to Support Students
  - Your role
  - Do's & Don'ts
- Campus Policies & Reporting Obligations
- Conclusion

# Learning Outcomes

- Understand the definitions & dynamics of sexual assault, relationship violence, stalking
- Increase comfort level in responding to students
- Gain knowledge of SARC services
- Understand reporting responsibilities

# SARC Services

- Direct services to UCSD students affected by sexual assault, relationship violence, stalking
- 24/7 Confidential Crisis Intervention
  - All staff are CA certified Victim Advocates
- On-Going Confidential Counseling (individual or group)
- Accompaniment to police report, campus report, medical evidentiary exam, court proceedings
- On-campus advocacy for housing, academic, financial aid

# Understanding the Issues: Definitions & Statistics

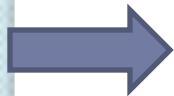
- Take a few minutes to glance at the definitions & statistics in the SARC brochure
- Turn to your partner and discuss:
  - What was something you learned that you didn't know?
  - Do you have any questions?

# A Student Walks In...

- **Role Play Volunteer: What was that like? What would you have wanted to know before?**
- **Common Reactions**
- **Language & Inclusiveness**

# Overview of Role & Responsibility

- The primary goal will be to help the student secure needed professional services (SARC).
- Provide immediate support, assist in short-term problem-solving, and follow up with the student as needed.
- The student seeking assistance may be the victim, a witness, or a friend, or the accused
  - The accused student should be referred to CAPS
- Remember, you are **NOT** the investigator. You are not responsible for determining culpability or innocence.



# Incident Occurs

Student Discloses  
Staff offers support

Tell Supervisor  
(Document/Report)

Call SARC  
(534-5793) or (534-HELP)

SARC explains options for student victim  
(SARC Staff can accompany victim throughout each process)

Have evidentiary exam  
without making police  
report

File Police report  
UCSD Police  
(534-HELP/4357)

File Complaint with  
Student Conduct

Seek non-urgent medical care  
at Student Health  
534-3300  
  
For STIs, Internal Injury,  
& Pregnancy  
\*SHS does not provide  
evidentiary exams

Seek counseling at  
SARC 534-5793  
CAPS 534-3755

Seek anonymous  
support call SD Rape  
Crisis Hotline  
888-385-4657

Safety Planning &  
Support Network

Green – Staff Responsibilities

Blue – SARC Staff will explain options



Sexual Assault & Violence Prevention Resource Center (SARC)  
(858) 534-5793 <http://sarc.ucsd.edu>  
Student Services Center, Suite 555



# Privacy vs. Confidentiality

- The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern under the following circumstances:
  - In connection with a health and safety emergency
- Observations of a student's conduct or statements made by a student are not "educational records" or FERPA protected.

# Step 1: Ensure Privacy & Offer Support

- Encourage the student to talk with you in a private/discreet office.
- Listen without judgment
- Be mindful of your facial expressions and tone of voice
- Offer SARC and explain what SARC can provide

# Ensure Privacy and Offer Support (Cont.)

## Some things to say:

- “Would you like to discuss this in a more private location?”
- “I’m glad you came to talk to me about this.”
- “I’m going to make sure we find the best support for you.”
- “There are confidential resources on campus and SARC is one of them.”
- “Would you like to hear about more options?”

# Ensure Privacy and Offer Support (continued)

## Do NOT:

- Touch the student.
- Investigate.
- “I know how you feel...”
- Promise justice.
- Offer mediation.
- Promise confidentiality.

## Step 2: Call SARC

- Consult about student follow up
- Questions about reporting obligations?
- Additional areas that need to be addressed?

# Step 2: Call SARC (continued)

- **Contacting SARC:**
  - Call SARC while student is with you.
    - “May I contact SARC for you right now?”
  - SARC staff can respond to your office
  - You can accompany the student to SARC
  - SARC staff can call the student directly
    - “Would it be okay if I gave SARC your name and phone number?”
- **SARC is on call 24/7 for students**
  - “If you don’t want to talk to anyone right now, you can call SARC any time.”

# Step 3: Document the encounter & notify your supervisor

- Where to document:
  - Department-specific record keeping protocols
  - Limit sharing details via email
- What to document:
  - Date/Time
  - Indicate why student came to you
  - Limit details of what they tell you. Refer to the “incident/situation”
  - Referral to SARC or other resources
  - When you notified your supervisor
  - Any reports that you made
  - Plans for follow up

# Step 3: Document – Email Examples





# Step 3: Document – Email Examples



Send

From ▾ Microsoft Exchange

To...  [dr.seuss@ucsd.edu](mailto:dr.seuss@ucsd.edu);

Cc...

Bcc...

Subject: Private Student Situation

Dr. Seuss,  
I wanted to notify you that one of our undergraduate students disclosed a crime that occurred on campus in June 2015. I would like to give you more specific details in person or over the phone. I have filed the clery report and placed a copy in your office. I have also connected with SARC.

Thank you,  
Jessica

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# Step 4: Consider your Reporting Responsibilities

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
  - Any sexual assault on campus property
- Title IX (Sex Offense Policy and Sexual Harassment Policy)
  - Any sexual harassment or sexual violence involving a campus affiliate on or off campus
- What about third party reports?
- UCOP Policy on Mandated Reporting

# Step 5: Seek Support for Yourself

- Faculty and Staff Assistance Program (FSAP)
  - (858) 534-5523
- Center for Community Solutions (CCS)
  - 1 (888) 385-4657

# Conclusion

- Questions?
- Follow up evaluation and Power Point will be sent via email
- Interested in requesting a training?
  - Abbreviated trainings are available
- Please contact us if you have any questions.
  - (858) 534-5793
  - [sarc@ucsd.edu](mailto:sarc@ucsd.edu) | [sarc.ucsd.edu](http://sarc.ucsd.edu)
- Thank you!