

**University of California Washington Center**  
**Sexual Violence and Sexual Harassment Policy Local Procedure**

The University of California Washington Center (UCDC) adopts this *Sexual Violence and Sexual Harassment (SVSH) Policy Local Procedure* to ensure UCDC takes appropriate steps to prevent, detect and respond to possible Prohibited Conduct, consistent with the SVSH Policy and its systemwide implementing frameworks.

The systemwide implementing frameworks are: *PACAOS-Appendix-E: SVSH Student Investigation and Adjudication Framework for Non-DOE-Covered Conduct* (“Appendix E”), *PACAOS-Appendix-F SVSH Investigation and Adjudication Framework for DOE-Covered Conduct* (“Appendix F”), the *SVSH Investigation and Adjudication Framework for Senate and Non-Senate Faculty* (“Faculty Framework”), and the *SVSH Investigation and Adjudication Framework for Staff and Non-Faculty Academic Personnel* (“Staff/NFAP Framework”).

Capitalized terms not defined in this procedure have the meanings assigned to them in the SVSH Policy.

1. Application of SVSH Policy and Implementing Frameworks. The SVSH Policy and the implementing frameworks are systemwide policies that apply to all of UC’s programs and activities, including UCDC.
  - a. SVSH Policy. All UCDC employees and students, including non-UC students, must comply with the SVSH Policy.
  - b. Student Respondents; Student Frameworks. When a Respondent is a UC student, any investigation and adjudication (as decided, charged and supervised by the Title IX officer on the Respondent’s campus) is per either Appendix E or Appendix F.
  - c. Employee Respondents; Faculty and Staff/NFAP Frameworks. When a Respondent is a UC employee, any investigation and adjudication (as decided, charged and supervised by the Title IX officer at the Respondent’s location) is per either the Faculty Framework or the Staff/NFAP Framework.
  - d. Non-UC Student Respondents. When a Respondent is a non-UC student, any investigation and adjudication is per the procedures of the Respondent’s home campus. In addition, the University may conduct an Other Inquiry, in coordination with the Systemwide Title IX Office.
  
2. Title IX Liaison: UCDC will designate and provide adequate resources and independence to a Title IX Liaison.
  - a. Title IX Liaison’s Role and Responsibilities. The Title IX Liaison’s role and responsibilities include the following, some of which are described more in other sections of this procedure:
    - coordinating compliance with this procedure
    - ensuring that UCDC students receive appropriate training and education
    - responding to initial reports of possible Prohibited Conduct in a trauma-informed manner
    - notifying location Title IX officers of possible Prohibited Conduct involving UCDC students
    - coordinating with location Title IX officers to help identify and implement Supportive and Remedial Measures

- keeping records of Prohibited Conduct reports involving UCDC students, and UCDC’s compliance with this procedure
  - reviewing Prohibited Conduct reports involving UCDC students to identify and address any patterns or systemic problems
  - keeping current information on Title IX officers and Confidential Resources for all campuses participating in UCDC, and on relevant resources available in the Washington, D.C. area
- b. Location Title IX Officer Role and Responsibilities: It is the responsibility of the relevant location Title IX officer, and not the UCDC Title IX Liaison to:
- determine whether alleged conduct constitutes Prohibited Conduct
  - decide whether there will be a Resolution Process and, if so, what type
  - oversee any Resolution Process
  - decide appropriate Supportive Measures and Remedial Measures for UC students and employees
  - otherwise carry out the responsibilities of the Title IX Officer described in the SVSH Policy and implementing frameworks
3. Notifications. UCDC will notify:
- a. UCDC employees and students of the SVSH Policy, this procedure, and the Title IX Liaison’s identity and contact information. This will include prominent posting on UCDC’s website and inclusion in other significant UCDC publications;
  - b. appropriate administrators at non-UC campuses of this procedure and the expectation that their Title IX officers coordinate with UCDC to respond to reports of possible Prohibited Conduct; and
  - c. non-UCDC employees who supervise students in the UCDC program that they are expected to report possible Prohibited Conduct toward UCDC participant to the Title IX Liaison.
4. Training and Education. UCDC will ensure UCDC students, employees, and the Title IX Liaison receive appropriate education and training on the SVSH Policy and this procedure. This will include:
- a. For Students and Employees:
    - for non-UC students: what constitutes Prohibited Conduct under the SVSH Policy
    - Confidential Resources and other available resources
    - how to report possible Prohibited Conduct to the University
    - the obligation of Responsible Employees to report possible Prohibited Conduct to the Title IX Liaison (if the conduct involves a student) and/or the UCOP Title IX Officer (if the conduct involves an employee), and the obligation of the Title IX Liaison or UCOP Title IX Officer to inform the Title IX officer at the location where anyone involved is enrolled or employed as well as—for reports involving UCDC students—the Systemwide Title IX Director
  - b. For the Title IX Liaison:
    - their role and responsibilities under this procedure
    - how to respond to reports of possible Prohibited Conduct in a trauma-informed manner
    - Confidential Resources and other resources available to Complainants and Respondents
    - the role and responsibilities of location Title IX Officers upon receiving a report of possible Prohibited Conduct

- the investigation and adjudication procedures described in the SVSH Policy and implementing frameworks
- relevant guidelines issued by the Systemwide Title IX Office

5. Response to Allegations of Prohibited Conduct. Upon receiving a report of possible Prohibited Conduct toward a UCDC student, the Title IX Liaison will:

a. *Notify Title IX.* As soon as practicable, notify the Title IX officer at the Complainant's campus, the Title IX officer where the Respondent is enrolled or employed (if applicable), and the Systemwide Title IX Director.

Note: Upon receiving a report of possible Prohibited Conduct toward any other person affiliated with the University, the Title IX Liaison will inform the Title IX officer where the person is enrolled or employed to fulfill their Responsible Employee reporting obligation in the SVSH Policy.

b. *Provide Immediate Response.* Immediately respond as follows, in coordination with the Title IX officer at the Complainant's campus whenever practicable:

- assess the health and safety of the Complainant and the UCDC community;
- determine and oversee any immediately necessary Supportive Measures; and
- provide the Complainant a written explanation of their rights and options (such as their right (but not obligation) to report to the police, and the availability of confidential resources on their campus and in the local community).

c. *Coordinate on Supportive and Remedial Measures.* Coordinate with the Title IX officer at the Complainant's campus, the Title IX officer where the Respondent is enrolled or employed (if applicable) and other responsible units to help identify and oversee longer-term Supportive Measures (whether or not there is an investigation) and Remedial Measures (if allegations are substantiated through a fact-finding process).

d. *Coordinate on Fact-Finding Process.* If there is an investigation or Other Inquiry, coordinate with the Title IX office conducting the fact-finding to facilitate the process (for example, by providing witness contact information, access to UCDC physical premises, and information about UCDC's program).