

RESOURCES AND REPORTING CRIMES AND VIOLATION OF UNIVERSITY POLICY November 2017

This document contains resources to assist you should you find yourself a victim of or accused of harassment, assault, misuse of power, or a crime at USC or as part of a USC sponsored event. It divided into five sections (1) Confidential Resources, (2) USC Resources that cannot always be confidential, (3) Investigative Offices, (4) Price School Resources, and (5) what to do if you or someone you know is sexually assaulted.

1. **Confidential Resources**

Sometimes situations happen which make you feel uncomfortable. Something that makes you feel uncomfortable may have happened to you or you may find that something you have done invokes an uncomfortable response from someone else. In other cases, something very wrong has happened, but you need to consult with someone confidentially before reporting the situation. Listed below are some confidential sources available to our community.

Faculty and Staff

➤ **Center for Work and Family Life**

Provides integrated services for the USC faculty/staff community and their families to support them through their work experience at USC.

3535 South Figueroa, Suite 202
MC 1263
Los Angeles, CA 90089
Tel: (213) 821-0800
Website: <http://cwfl.usc.edu/>

Students

➤ **Relationship and Sexual Violence Prevention and Services (RSVP)**

Formerly called the Center for Women and Men, the USC Relationship and Sexual Violence Prevention and Services (RSVP) provides immediate therapy services for situations related to gender and power-based harm (e.g., sexual assault, domestic violence, stalking, etc.).

1031 West 34th St., Suite 356
Los Angeles, CA 90089
Located on the 3rd floor of the [USC Engemann Student Health Center](#)
Tel: (213) 740-4900 (available 24/7)
After hours: Press "0" during the message to be connected with an on-call counselor
Website: <https://engemannshc.usc.edu/rsvp/>

➤ **Engemann Student Health Center**

The Engemann Student Health Center offers a full range of medical services in primary and specialty care, counseling services, health promotion and disease prevention.

1031 West 34th Street
Los Angeles, CA 90089
Telephone: (213) 740-9355
Email: eschcgen@usc.edu
Website: <https://engemannshc.usc.edu/>

➤ **Student Counseling Services**

Dedicated to providing a broad range of quality programs to assist students including short-term psychotherapy, group counseling and crisis intervention.

Engemann Student Health Center (UPC)

1031 West 34th Street

Los Angeles, CA 90089

Tel: (213) 740-7711 (available 24/7)

After hours: Press "0" during the message to be connected with a licensed counselor

Email: uphcweb@usc.edu

Website: <https://engemannshc.usc.edu/counseling/>

Faculty, Staff, and Students

➤ **USC Office of Religious Life**

You can talk to a Religious Official who is acting in that capacity.

University Religious Center, Room 106

Los Angeles, CA 90089

Tel: (213) 740-6110

Email: orl@usc.edu;

Website: <https://orl.usc.edu/>

➤ **Doctors**

2. Additional USC Resources – Cannot Always Be Confidential

Sometimes things happen that involve multiple jurisdictions and many individuals, but you're sure not which investigative organization to report the situation. In other cases, you believe the behavior of an individual (group of individuals) is off, but hasn't risen to the level of a violation of USC policy or a criminal act. Listed below are some resources that can assist you. These organizations will do their best to keep confidential issues you raise, but are required to report criminal acts and violations of USC policy to the appropriate investigative offices.

Faculty, Staff, and Students

➤ **USC Support and Advocacy**

Connects members of the USC community with resources to assist them when they need help and support in achieving their academic, professional, and/or personal goals. Students, faculty, and staff are provided with tools and resources to help them problem-solve, understand options, and make informed decisions about their USC experience

- Resource referrals and recommendations
- Professor and/or department notification
- Trojans Care for Trojans
- Disruptive and threatening behavior
- Critical incident response
- DPS incident follow up
- Withdrawals and Incompletes
- Leave of Absence and Admission Deferral
- Complex issues
- Crisis as you define it

Office of the Provost
Student Union Building 201
Los Angeles, CA 90089
Tel: (213) 821-4710
Website: <https://studentaffairs.usc.edu/ssa/>

➤ **Trojans Care for Trojans (TC4T)**

Students can also submit an anonymous report regarding a student online by completing a Trojans Care for Trojans (TC4T) report. TC4T provides a private and anonymous service for students to express their concerns about members of the Trojan Family and offers connections to institutional support and resources for Trojans coping with personal difficulties.

Office of the Provost
Student Union Building 201
Los Angeles, CA 90089
Tel: (213) 821-4710
Website: <https://studentaffairs.usc.edu/trojans-care-for-trojans-tc4t/>.

➤ **Student Judicial Affairs and Community Standards**

Investigates and adjudicates matters regarding the USC community standards

Student Union Building 206
Los Angeles, CA 90089
Tel: (213) 821-7373
Website: <https://sjacs.usc.edu/>

3. Investigative Offices

These offices and individual conduct investigations when reports of criminal activity or violations of university policy are received.

Faculty, Staff, and Students

➤ **Office of Equity and Diversity**

The Office of Equity and Diversity works with faculty, staff, students, applicants and visitors with issues such as

- Harassment or discrimination based on a protected category, such as harassment based on race, religion, national origin, age, etc.
- Sexual harassment
- Sexual assault
- Title IX
- Age discrimination
- Section 504 of the Rehabilitation Act/Americans with Disabilities Act
- Violence in the workplace
- Protecting minors in the workplace
- Affirmative action and VETS-100 compliance

3720 S. Flower Street 2nd Floor
Credit Union Building, 200
Los Angeles, CA 90089
Tel: (213) 740-5086
Email: oed@usc.edu
Website: <https://equity.usc.edu/>

➤ **USC Title IX Office**

The Title IX Office is responsible for responding to reports of student harassment and student organization discrimination when the harassment or discrimination is based on a protected characteristic. Students who believe they have experienced harassment or discrimination due to the conduct of another student (a student-on-student situation) should contact the Title IX Office.

Tel: (213) 821-8298

Email: titleix@usc.edu

Website: <http://titleix.usc.edu/>

➤ **Department of Public Safety (DPS), (213) 740-4321.**

Non-academic violation of student conduct code or state/federal laws. In general, theft, physical harm or threat of harm, telephone harassment, etc. If you become aware of a situation that you believe poses an immediate threat to the safety of any member of the university community, including self-harm, notify DPS immediately. When providing information please include your name, the concerning behaviors and who is exhibiting the concerning behaviors.

For 24-hour emergency assistance or to report a crime:

UPC: 213-740-4321

HSC: 323-442-1000

For 24-hour non-emergency assistance or information

UPC: 213-740-6000

HSC: 323-442-1200

4. Price School Resources – Cannot Always Be Confidential

The Price School is committed to fostering a supportive and safe environment, one that is free from harassment and abuse of power for students, faculty, staff, alumni, applicants, and friends. Listed below are some resources to assist you should you find yourself in an uncomfortable situation or become aware of a violation of university policy or a criminal act. We will do our best to keep confidential issues you raise, but we are required to report criminal acts and violations of USC policy to the appropriate investigative office.

Dean's Office

- **Dean**, Jack Knott, RGL 312, (213) 740-0350

Academic and Instructional Issues

- **Vice Dean for Academic Affairs**, Julie Zissimopoulos, VPD 412H, (213) 821-7947, zissimop@price.usc.edu
- **Assistant Dean for Academic and Faculty Affairs**, Kattie Johnson, VKC 367, (213) 740-4535.
- **Department Chair/Program Director**, <http://priceschool.usc.edu/students/academics/directors/>

Diversity and Inclusion

- **Director of Diversity and Inclusion Initiatives**, LaVonna Lewis, RGL 309, (213) 740-4280, llewis@price.usc.edu

Faculty

- **Vice Dean for Faculty Affairs**, Mike Nichol, RGL 326, (213) 740-2355, mnichol@price.usc.edu
- **Vice Dean for Research**, Neeraj Sood, VPD 412C, (213) 821-7949, nsood@price.usc.edu

Staff

- **Associate Dean for Finance and Administration**, Regina Nordahl, RGL 312, (213) 740-1920, rnordahl@price.usc.edu
- **Director of Human Resources**, Gail Uyeda, CAL 130-G, (213) 821-8191, guyeda@price.usc.edu

Students

- **Associate Dean for Student Affairs**, Carol Rush, RGL 108, (213) 740-6842, crush@price.usc.edu
- **Student Affairs Staff**, <http://priceschool.usc.edu/students/staff/>
- **Department Chair/Program Director**, <http://priceschool.usc.edu/students/academics/directors/>
- **Program Administrator**, <http://priceschool.usc.edu/students/academics/academic-programs-office/>

5. If you or someone you know are physically/sexually assaulted

Immediate action to take

- Go to a safe location.
- Call a confidential advocate who can explain all of your medical and reporting options and provide immediate emotional support.
 - [USC's Relationship and Sexual Violence Prevention Services \(RSVP\)](https://titleix.usc.edu/resources/) (213) 740-4900 (after hours, press zero "0" to speak to an on-call counselor)
 - Call one of the community agencies accessible via the Title IX Resources page (<https://titleix.usc.edu/resources/>).
- Get medical care as soon as possible. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Los Angeles include the [Santa Monica Rape Treatment Center](#) at (310) 319-4000 and the Violence Intervention Program at (323) 226-3961. Both are available 24 hours and both locations provide medical care, specially-trained staff, and collection of forensic evidence.
 - You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception.
 - If you think you may have been given a rape drug, request that the hospital or clinic take a urine and blood sample. These samples need to be collected as soon as possible because these drugs leave the system quickly.
 - DPS can drive you to either location and you do not need to tell them your name or show any ID if you do not want to.
- If you want to report the crime immediately, notify DPS at (213) 740-4321 (24 hours) and/or call 911. Note that any report alleging rape or sexual assault filed with DPS will be forwarded to LAPD.
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing you were wearing at the time of the assault and bring it and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.
- Call a trusted friend, family member or someone else who can provide support.
- If more than one week has passed since the assault, or if you are certain that you do not want the collection of forensic evidence, Engemann Student Health Center, (213) 740-9355, provides medical care, including emergency contraception and testing for sexually transmitted infections.
- Staff at the Engemann Student Health Center, including the Student Counseling Center, also assure confidentiality to students seeking their services. (Please note that, in cases involving a physical wound or injury due to a sexual assault, domestic violence, or in the case of a sexual assault of a minor, physicians may be required to report these situations to the proper legal authorities.)

Follow-up action to take

- Talk to a counselor for emotional support and advocacy. The nature of sexual misconduct or assault, particularly by an acquaintance, date or partner, makes it difficult for many students to report their experience. See the Title IX resources page (<https://titleix.usc.edu/resources/>).
- Consider reporting to law enforcement and/or the Title IX Office. See our reporting options page (<http://titleix.usc.edu/reporting-options/>).
- Other evidence to gather: Whether or not you have decided to pursue an investigation, certain information should be gathered before too much time elapses, so that you may best preserve your options. For example, you might consider saving text messages, Facebook postings, emails, or voicemail messages that might prove relevant. If you have already deleted text messages, they might also be retrieved from your mobile phone company if you make the request during the current billing cycle. It can also be helpful to write down the names (or descriptions, if you do not have names) of possible witnesses, in case you later forget this information.