

PRESERVING EVIDENCE AND REPORTING OPTIONS

for UCR employees who may have experienced sexual violence, sexual harassment, retaliation or other prohibited conduct

This resource document has information about the importance of preserving evidence - whether physical evidence or photographs or text messages. It also has information about your options to report sexual violence to law enforcement or to UCR's Office of Civil Rights (OCR). This document is part of a series of resources for UCR employees, all available [online](#).

Importance of Preserving Evidence

It is important that you preserve evidence -even if you are not sure you want to report the matter. If you have experienced a sexual assault, you should not wash, douche, use the toilet, or change clothing prior to a medical exam by medical personnel (OCR does not conduct medical exams). Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, should be documented including through photographs.

You can also access a free forensic medical exam, such as a SANE (Sexual Assault Nurse Examiner) exam. During the SANE exam, a registered nurse or nurse practitioner who has completed specialized training to assist sexual assault victims will collect all forensic evidence and perform exams. SANE nurses are available at only specific hospital emergency rooms. For information following an assault, please visit the [CARE webpage](#).

For many cases, relevant evidence includes communications, such as text messages, voicemail and other phone records, emails, photos or videos, or other records. Please save these communications and other records.

Reporting Options

UCR employees who have experienced sexual violence -sexual assault, stalking, or relationship violence - may file a report with OCR and/or may file a criminal complaint with [University of California, Riverside Police Department](#) ("UCRPD") or another law enforcement agency. You have the option **not** to report to UCRPD or any other law enforcement agency. (More information about reporting to UCRPD is provided on the next page.) If you do not wish to report to law enforcement, you are entitled to any available resources provided by UCR.



Filing with OCR. The Office of Civil Rights is the campus office designated to respond to reports and complaints of sexual violence (and other types of discrimination and harassment). OCR provides information, may arrange supportive measures, and conducts resolution processes when appropriate. (To learn more, OCR has a helpful summary of resolution processes available online.)

To file a report with OCR, we encourage you to file online via the [Sexual Violence and Sexual Harassment Incident Report Form](#). You can also reach us by email at civilrights@ucr.edu or by phone during business hours: M-F, 8:00 a.m. - 4:30 p.m. at (951) 827-7070.

If/when you file with OCR, one option is to make a Formal Complaint. A Formal Complaint is a written request that UCR investigate sexual violence (or harassment) that you experienced. In addition, if OCR receives a Formal Complaint that occurred on or after August 14, 2020, the Complaint Resolution Officer must either dismiss the complaint or begin a Formal Investigation or an Alternative Resolution. To learn more, see [Appendix IV](#) in the SVSH Policy or the summary of the [2020 Title IX Regulations](#) available on the OCR website.

It is important to understand that any resolution process that OCR might conduct would be separate from any criminal process. If both processes are ongoing, OCR will coordinate with law enforcement as needed.

Filing a Criminal Complaint. In addition, employees may also report **criminal** complaints of sexual violence (sexual assault, relationship violence, and stalking) to law enforcement, which may include [UCRPD](#) or the law enforcement agency in the jurisdiction where the incident occurred. To file a report with UCRPD you may visit UCRPD in person: 3500 Canyon Crest Drive, 24 hours/7 days, or call (951) 827-5222, 24 hours/7 days.

If you would like assistance making a report to law enforcement, please contact [OCR](#) or [CARE](#) (UCR's CARE advocates can provide confidential support).

Complainants who file a law enforcement report but do not wish to have their identity shared with OCR must complete a "Notice of Victim's Right to Confidentiality" form with UCRPD.

The "Notice of Victim's Right to Confidentiality" form provides the Complainant with the right to not have their name become a matter of public record.