

University of Maryland Sexual Misconduct in Field Research

Response Guide for Faculty and Campus Administrators

International Actions

Immediately notify Leanne Johnson, lijohnso@umd.edu; 240-758-9029 (24/7); 301-314-7748 (office).

Include any documented information gathered.

IF the student wants to, they can open a case for themselves with UMD's medical and security assistance provider, CISI.

Leanne Johnson or the college/department contact can also do so on behalf of the complainant.

24/7 contact: +1 312-935-1703
medassist-usa@axa-assistance.us
Policy number: GLMN 108932288
[See plan information here.](#)

CISI insurance covers the cost of medical care and security evacuation (flights, transport, emergency lodging.) CISI's assistance provider, AXA, manages in-country assistance logistics (e.g. medical and mental appointments, legal consultation.)

If colleges/departments choose to cover costs not covered by CISI these should be coordinated by the designated college/department contact.

Response Actions

Secure

- Direct the complainant to a safe location, if necessary.
- If applicable, ask them if they would like to call 911 or local equivalent and seek medical care.
- If applicable, and/or possible, consider preservation of physical evidence.

Record

- Disclose to the complainant that you are a mandatory reporter.
- Document any information freely provided.
- If possible, gather and document the following information:
 - Are they safe? Are they in a safe location? If in a safe location, for how long?
 - Has local law enforcement been informed?
 - Has the local partner organization/contact been informed? Can they help? What is their contact information?
 - Is any other UMD student, faculty, staff, or local support person(s) in danger or otherwise involved? If yes, who and where are they?

Report

- Report incident to the Office of Civil Rights & Sexual Misconduct (OCRSM).
- Notify the designated department/college contact.
- Report incident to UMD's Campus Security Authority (for Clery reporting purposes), if applicable.
- Report if NSF Awardee reporting requirements apply.

Support

- Work with OCRSM, departmental/college contact, and the complainant to implement any Supportive Measures.
- Provide confidential resource information.
- Continue to communicate with complainant about their ongoing needs.

Leaders are expected to manage reports of sexual misconduct ([prohibited conduct definitions](#)), however the off-campus nature of field research can make managing the response more complicated. This guide covers general response actions and incident management information relevant to domestic and international field research travel.

Supporting Information

The University is not the first line of defense for emergency response. It is critically important to **follow the complainant's wishes** regarding their own support and follow up. **Do not pressure them** to file a police report.

Do not attempt to "investigate" the circumstances – where, when, what, how, who, etc. Listen without conveying judgment even when high-risk behaviors on the part of the complainant (e.g., intoxication) were involved. Be aware that complainants can feel shame and anger. [Responsible University Employee Mandatory Reporting Obligations](#)

Limit sharing of names and details of the incident to protect the privacy of the complainant. After a report is filed, a member of the OCRSM will reach out to the complainant to follow up via email. They will provide resources and explain the reporting process. The designated department/college contact serves as the main point of contact to coordinate logistics for the duration of the response. [OCRSM Online Reporting Form](#) (301) 405-1142; titleixcoordinator@umd.edu [UMD Clery Reporting Form](#) Do not disclose the complainant(s)' name(s). [NSF Awardee Reporting Requirements](#) Consult with OCRSM before disclosing complainant(s)' name(s).

[OCRSM Supportive Measures Information](#)

University of Maryland Resource:

[Care to Stop Violence](#) – this is a confidential resource available to all UMD students, faculty and staff. CARE's crisis line: (301)741-3442 (available 24/7 during the fall and spring semester.)

Off-Campus Confidential Resources

[The Domestic Violence and Sexual Assault Center \(DV/SAC\)](#) at University of Maryland (UM) Capital Region Medical Center: Help Hotline Phone: (240) 677-2337 (24-hour Hotline) [Maryland Coalition Against Sexual Assault](#) [National Sexual Violence Resource Center](#) [RAINN](#) – the national sexual assault hotline. 800-656-HOPE