See Something, Hear Something, Say Something
A Guide for Faculty and Staff

Reference this guide and the Title IX Talking Points for Responsible Employees to respond to an incident of discrimination, sexual harassment, sexual misconduct, or retaliation. Your responsibility is to Say Something!

Immediate safety or health concerns: Call 911
Safety is the number one priority during or after an incident. Contact local law enforcement services if needed.

Local Law Enforcement Agencies

Bayfield Police Department
125 South First Street, Bayfield, 715-779-5712

Marshfield Police Department
10 W. 1st Street, Marshfield, 715-387-4394

Stevens Point Police Department
1515 Strongs Avenue, Stevens Point, 715-346-1500

Wausau Police Department
515 Grand Avenue, Wausau, 715-261-7800

Tomahawk Police Department
219 W. Somo Avenue, Tomahawk, 715-453-2121

University Police - Stevens Point (on campus)
George Stein Hall, 715-346-3456

Say Something! Use any of the following reporting methods to notify the institution of an incident.

Reporting Methods (see page 2 for specifics on which situations each applies):
• Your direct supervisor
• Your supervisor’s supervisor
• Title IX Coordinator, 715-346-3975
• Human Resources, 715-346-2606 (situation involves a Faculty/Staff member)
• Dean of Students Office, 715-346-2611 (situation involves a student)
• Complete an online report* at: https://www.uwsp.edu/titleIX/Pages/options.aspx

*Reports made through the online tool have the ability to allow the victim to remain anonymous. The institution’s review/response may be limited if the report does not contain specific information.

UW-Stevens Point Title IX Team

Eric Roesler
Title IX Coordinator
715-346-3975
 eroesler@uwsp.edu

Troy Seppelt
Deputy Title IX Coordinator
715-346-2611
tseppelt@uwsp.edu

Lisa Schaufenbuel
Deputy Title IX Coordinator
715-346-2804
lschaufe@uwsp.edu

Title IX Investigators
Terri Frank
Brittany Hook
Ann Ninnemann
Rebecca Rogge
Lisa Schaufenbuel

Other Reporting Contacts

UW System Office of General Counsel
608-262-2995

U.S. Department of Education, Office of Civil Rights
OCR@ed.gov
800-421-3481

Print and provide the resources available if needed.

Title IX Website

Wellbeing and Support Resources

Student Resources
Employee Resources

After a Report Resources

Student Resources
Employee Resources
You are a victim or witness

CONFIRM your safety

If they are not safe, help them create a plan to get to a safe location and contact law enforcement if needed

LISTEN

Confirm safety

If they are not safe, help them create a plan to get to a safe location and contact law enforcement if needed

Provide nonjudgmental support

Use open ended questions, such as: tell me about...; can you clarify...

React with compassion and sensitivity

See the Title IX Talking Points for more information

REPORT it to the institution using one of the reporting methods

REFER reporting options with:

1. Local law enforcement or University police and security services
2. UW-Stevens Point Title IX response team

Share resources available

GET emotional/physical support by contacting one or more of the resources available

RESPOND*

Explain your obligation to report the information

Report it by contacting the Dean of Students or using the online reporting tool

*Staff who are therapists and clergy have exceptions to certain reporting requirements.

RESPOND

Inform the employee you will be involving others to respond to the incident appropriately

Contact your direct supervisor to inform them of the situation (unless they are involved in the incident)

Contact Human Resources to debrief the situation and receive guidance on next steps

RESPOND

Inform the employee you will be involving others to respond to the incident appropriately

Report it to the institution using one of the reporting options

Some employees are Responsible Employees*, meaning you are required to report a concern!

*Use the Title IX Talking Points for specific guidance to support and be transparent to an individual who wants to speak with you.