

GUIDE FOR RESPONSIBLE EMPLOYEES

How to Support a Student Complainant as a Responsible Employee at Miles College?

If a student discloses an incident of sexual misconduct to you, including sexual assault, stalking, dating or domestic violence, or sexual harassment, please take the following steps:

Listen

- Confirm the student's safety: If they are not safe, assist them in creating a plan to reach a safe place.
- Provide nonjudgmental support: Avoid questions that suggest blame or show doubt.
- Respond with compassion and sensitivity.

Refer

- Review reporting options with the student: Inform them of their right to file a report with law enforcement and their right to file a complaint with the Title IX Coordinator (s).
- Direct the student to on-campus support resources, such as the Student Health Center located in Bell Hall.
- Connect with the Title IX Coordinator for Students who will provide additional information.

Report

- Contact the Title IX Coordinator for Students or Lead Title IX Coordinator to report the incident.
- Explain to the student that the Title IX Coordinator (s) will reach out to discuss their reporting options and available resources.

What Does It Mean to Be a Responsible Reporter?

Miles College requires responsible reporters to report any incident of sexual misconduct or gender-based harassment to the Title IX Coordinator, including all information they have about the incident.

Any employee (staff and faculty) **not** designated as confidential is a Responsible Employee, which means you are obligated to notify the Title IX Coordinator when there has been a violation of the **Sexual Misconduct Policy for Students, Faculty, and Staff**.

Resident Assistants (RAs) are required to notify the Title IX Coordinator due to their unique role and close interactions with students in environments where incidents of sexual misconduct are known to occur. Other student workers, however, are not considered responsible employees and are not currently obligated to directly notify the Title IX Coordinator.

What Information Should I Report?

Any and **all** information you receive regarding any definitions of sexual misconduct found in our policy. Any mentions of the definitions found in the Sexual Misconduct policy require you to notify the Title IX Coordinator(s). You do not have to ask questions or gather more

information: **please do not try to investigate!** You need to report any information you have received.

What should I do first when an individual starts telling me about an incident of sexual harassment, gender-based harassment, intimate partner violence, stalking, or sexual violence?

If someone starts telling you about an incident of sexual harassment, gender-based harassment, intimate partner violence, stalking, or sexual violence:

- Interrupt as soon as possible to inform them of your reporting obligations.
- Ask if they still want to describe the incident to you.
- Explain that the Title IX Coordinator (s) will only share the information with those who need to know to address the issue.
- Offer to help them contact the Title IX Coordinator (s) to fully explain support services and the steps that will be taken.

If the Individual Wants to Continue Sharing, How Can I Support Them?

- Listen to them.
- Acknowledge what they are telling you.
- Avoid judgment.
- Do not investigate on your own.
- Thank them for sharing.
- Encourage them to contact the Title IX Coordinator directly.
- Remind them you will be reporting the incident.
- Provide them with a Title IX Office brochure.

What You Should NOT Do:

- Do not tell the complainant to ignore the behavior.
- Do not make light of the situation.
- Do not attempt to investigate or resolve the situation on your own.
- Do not wait for someone to complain if you know or suspect sexual misconduct has occurred.
- Do not promise confidentiality.

What If the Complainant Requests Confidentiality?

Before hearing the specifics, inform the complainant that you cannot maintain confidentiality and must report the incident to the Title IX Coordinator (s). If they still request confidentiality, direct them to confidential resource employee Tamara Burr, LICSW, LCSW, tburr@miles.edu, or the Student Health Center.

What If the Incident Involved Drugs and/or Alcohol?

Advise the complainant that Miles College has an amnesty policy for those who have used drugs and/or alcohol in the context of an incident of sexual misconduct. The policy states that the college prioritizes the reporting and adjudication of Sexual Misconduct over punitive sanctions for the illegal use of drugs and/or alcohol. This amnesty extends to complainants, witnesses, and others involved in the grievance process.

By following these guidelines, you can support student complainants and ensure compliance with Miles College policies and federal regulations.