

	<b>POLICY</b>	<b>Motion No.</b>	<b>EXEC 1002-2025</b>
	<b>Mandatory Reporting</b>	<b>Effective Date</b>	<b>2/18/2025</b>
		<b>Responsible Department</b>	<b>Human Resources</b>
		<b>Attorney Review / Date</b>	<b>David Andrews 1/13/15</b>

**POLICY**

All employees of Pennsylvania Highlands Community College are mandatory reporters. As such, it is important for employees to understand the obligations and the requirements found in the Clery Act, Title VII, Title IX, and Act 33 of PA 23 P.A.C.S. Reporting is required regardless of whether the discrimination or abuse involves students, faculty, staff, or visitors to the College.

Act 33 of PA 23 P.A.C.S.

An employee that is required to make a report to the state regarding suspected child abuse must do so immediately utilizing the ChildLine Statewide toll-free telephone number 800-932-0313 and may contact the Colleges Title IX Coordinator or Deputy Coordinators who can assist in this process. At no time should a report to ChildLine be delayed by an employee's inability to contact the Title IX Coordinator or Deputy Coordinators.

Licensed counselors acting on behalf of the institution are required by law to report any and all incidents where they have reasonable cause to suspect that a child is a victim of child abuse.

Title IX & Title VII

Please refer to the College's Equal Opportunity, Affirmative Action, and Non-Discrimination Policy and the Title IX policy and procedural documents for guidance regarding an alleged act of sexual harassment, discrimination, or sexual assault. As mandatory reporters, employees should report any alleged violations promptly.

Clery Act

The Clery Act requires reporting of 15 serious crimes, including sexual assault.

All members of the College community are strongly encouraged to report all crimes and emergencies for the purpose of making timely warning reports and the annual statistical disclosure to the Security Office. This can be done in person at the Richland campus, by phone, email or using the Incident Reporting System, available at [www.pennhighlands.edu](http://www.pennhighlands.edu) in the Report a Concern section. Crimes and emergencies may also be reported to Campus Security Authorities (CSAs). Penn Highlands CSAs consist of:

- All members of the Security & Safety Team
- Title IX Coordinator
- Athletic Director

- All athletic coaches
- Director of Student Activities
- All Branch Campus Site Directors

Victims and witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual security report by any of the methods described above.

Timely warning reports will be made to members of the College community regarding the occurrence of Clery Act crimes that occur on Penn Highlands Clery geography, are reported to CSAs or local police agencies, and are considered by the institution to represent a serious or continuing threat to students and employees.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
2/18/2025	EXEC 1002-2025	April Renzi / Trish Corle	Policy revised for clarity
6/23/2015	EXEC 1009-2015	April Renzi / Trish Corle	Initial Release