

	POLICY	Motion No.	EXEC 1009-2015
	Mandatory Reporting	Effective Date	6/23/2015
		Responsible Department	Human Resources
		Attorney Review / Date	David Andrews 1/13/15

SCOPE

This document is intended to outline the College's policy regarding mandated reporting of concerning behaviors, discrimination, harassment, and crimes, by employees. It explains briefly the meaning and purpose of mandatory reporters, outlines the legal context, and articulates a straightforward set of guidelines for all employees to follow. This mandatory reporting policy reflects requirements found in the Clery Act, Title VII, Title IX, and Act 33 of PA 23 PA.C.S.

POLICY

The College has decided to adopt a policy that defines all employees as mandatory reporters. Reporting is required regardless of whether the discrimination or abuse involves students, faculty, staff, or visitors to the College.

Act 33 of PA 23 PA.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 Coordinator who can assist in this process. At no time should a report to ChildLine be delayed by an employee's inability to contact a Title IX Coordinator or Deputy Coordinator.

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

If you learn about an alleged act of sexual harassment, discrimination, or sexual assault you are expected to promptly contact the Colleges Title IX Coordinator, or the Office of Security and Safety or one of the Colleges Title IX Deputy Coordinators. These persons will work with you to ensure the safety of the identified victim and assist in the completion of an incident report. All such behaviors may be reported in person, via email or telephone and subsequently reported utilizing the Colleges Report a Concern form located on the Security and Safety webpage.

When reporting sexual harassment or discrimination or sexual assault, a College employee may initially be able to omit personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, location, etc.). The Title IX Coordinator will guide you with regard to how much detail is needed in an initial report. Subsequent to an initial

report, campus officials may need additional information in order to fulfill the College's obligations under Title IX. In taking these subsequent actions, the College will always be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as possible, but no employee (other than licensed counselors acting on behalf and authority of the institution) can or should promise confidentiality. Licensed Counselors are voluntary reporters, not mandated by law, but College policy creates an expectation to report non-personally identifiable information.

Clery Act

The Clery Act requires reporting of 15 serious crimes, including sexual assault. Employees are expected to report crimes covered by the Clery Act to the Office of Security and Safety without delay. Employees may choose but are not required to provide personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, specific location, etc.) unless a clear threat to health or safety is present, as determined by the Office of Security and Safety. Employees may make these reports in person, via email or telephone to the Office of Security and Safety and are encouraged to utilize the Colleges Report a Concern form located on the Security and Safety webpage.

The Clery Act does not establish an obligation for the Office of Security and Safety to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines. In some cases, the Office of Security and Safety may also be required to release a timely warning to the community about a threat to the community. In such cases, an initial investigation or determination of the nature of the threat may be conducted, after which a warning will be issued immediately.

Effective Date	Motion Number	Document Author	Description of Change
6/23/2015	EXEC 1009-2015	April Renzi / Trish Corle	Initial Release