

## Quick Protocol Guide to Reporting Sexual Misconduct & Other Clery Crimes

### **For Officials with Authority and Responsible Employees (Under Title IX) And Campus Security Authorities (Under the Clery Act)**

**STEP 1.** Care for the Complainant – ensure the student or employee is safe and provide non-judgmental support.

**STEP 2.** Inform the Complainant about on-campus and off-campus resources and your duty to provide notice to the Title IX Coordinator of sexual misconduct offenses and campus police for all other crimes.

Title IX Coordinator Clery Compliance Officer	910.521.6281	Human Resources: Employee Relations and Workforce Development	910.521.4341
Title IX/Clery Campus Investigator (also providing Supportive Measures)	910.775.4105	ComPsych: Guidance Resources Company Employee Assistance Programs	877.848.2851
Counseling & Psychological Services: Sexual Assault Advocate	910.521.6202	Southeastern Family Violence Center	910.739.8622
Student Health Services	910.521.6219	Rape Crisis Center of Robeson County	910.739.6278
UNCP Police & Public Safety	910.521.6235	Legal Aid of North Carolina ~ Pembroke	866.219.5262
Town of Pembroke Police Department	910.521.4333	Robeson County Sheriff's Department	910.671.3100

**STEP 3.** For sexual misconduct offenses, contact the Office of Title IX & Clery Compliance to provide notice and make the required report. Please provide all information known (names, Banner ID, dates, specific location, and description of incident). The Sexual Harassment Reporting Form is available at: <https://www.uncp.edu/resources/title-ix-clery-compliance/sexual-harassment-reporting-form>

For all other crimes (please see back of page), contact UNCP Police and Public Safety. The Campus Incident Report Form is available at: <https://www.uncp.edu/resources/title-ix-clery-compliance/campus-incident-reporting-form>

**STEP 4.** Provide all supportive measures deemed necessary by the Office of Title IX and Clery Compliance.

The Office of Title IX and Clery Compliance, located on the first floor of West Hall, can provide the Complainant with an investigation and/or both the Complainant and Respondent with supportive measures:

#### **Supportive Measures (not exclusive)**

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| <ul style="list-style-type: none"> <li>• mutual no-contact orders</li> <li>• modifications to housing assignment</li> <li>• modifications to academic classes</li> </ul> | <ul style="list-style-type: none"> <li>• modifications to work or class environment</li> <li>• necessary excused absences</li> <li>• extended time for completion of assignments/tests</li> </ul> |
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<b>Title IX: Officials with Authority</b>	<b>Title IX: Responsible Employees</b>	<b>Clery Act: Campus Security Authorities</b>
Chancellor Vice Chancellors General Counsel Chief of Staff Athletic Director Chief Communications & Marketing Officer Associate Vice Chancellors Deans	All Faculty  All Supervisors (faculty & staff)  Staff & student employees with significant contact with students	All Supervisors (faculty & staff) e.g., deans, chairs, directors  Faculty who are advisors to student groups  Staff & student employees with significant contact with students

As an Official with Authority (OWA), Responsible Employee (RE) and/or Campus Security Authority (CSA), you are not an “intake officer” and should not investigate the report. In other words, your role is to report the matter to the Title IX Coordinator and/or campus police, not to try to resolve the matter yourself.

As an OWA and/or RE (Title IX), you have a *duty* to promptly report sexual misconduct incidents that you know of, or think you know, to the Office of Title IX and Clery Compliance:

<b>Reportable Sexual Misconduct Includes:</b>		
Gender-Based Discrimination	Gender-Based Harassment: Hostile Environment Quid Pro Quo Retaliation	Sexual Violence: Dating Violence Domestic Violence Sexual Assaults (fondling, rape) Stalking
Gender-Based Harassment: Bully Coercion Hazing Intimidation Sexual Exploitation		

When an OWA, RE and/or CSA believes that an individual may be about to report an alleged act of sexual misconduct (including sexual violence), or an individual already has done so, the OWA/RE/CSA should take prompt steps to advise the individual that the university will maintain the privacy of the information provided. However, they should also advise that as OWAs/REs/CSAs they cannot maintain complete confidentiality and that they are required to report the alleged conduct to the Title IX Coordinator and to communicate the names of the parties involved, if revealed.

As a CSA (Clery Act), you have a duty to report specific criminal offenses, which includes offenses within the Violence Against Women Act (VAWA), for which the university is required to disclose statistics in the Annual Security and Fire Safety Report:

<b>Reportable Clery Crimes</b>	
<b>Report to Campus Police:</b> <ul style="list-style-type: none"> <li>• Criminal Homicide               <ul style="list-style-type: none"> <li>○ murder/non-negligent manslaughter</li> <li>○ manslaughter by negligence</li> </ul> </li> <li>• Robbery</li> <li>• Aggravated assault</li> <li>• Burglary</li> <li>• Motor vehicle theft</li> <li>• Arson</li> <li>• Liquor law violations, drug law violations, and weapons possession.</li> </ul>	<b>Report to Office of Title IX &amp; Clery Compliance</b> <ul style="list-style-type: none"> <li>• Sexual Assault*               <ul style="list-style-type: none"> <li>○ rape</li> <li>○ fondling</li> <li>○ incest</li> <li>○ statutory rape</li> </ul> </li> <li>• VAWA offenses*               <ul style="list-style-type: none"> <li>○ dating violence</li> <li>○ domestic violence</li> <li>○ stalking</li> </ul> </li> </ul> <p>* If the Complainant wants the incident reported to campus police please do so</p>

UNC Pembroke has a duty and responsibility to notify the campus community about crimes that pose a serious or ongoing threat to the campus community via a **Timely Warning** or an **Emergency Notification**. Campus police cannot provide these warnings to the campus community if they do not know the threat exists. As a CSA, you are obligated by law to report these specific Clery crimes to campus police and/or the Title IX Coordinator (sexual offenses). Even if you are not sure whether an ongoing threat exists, immediately report to campus police so the university can make the appropriate assessment and issue any necessary warning in a timely manner.

<b>Ronette Sutton Gerber, Esq.</b> Title IX Coordinator Clery Compliance Officer Office of Title IX & Clery Compliance West Hall University Compliance Suite, Room 108 O: 910.521.6281 C: 910.674.0080 <a href="mailto:titleixcoordinator@uncp.edu">titleixcoordinator@uncp.edu</a> <a href="http://www.uncp.edu/titleixclery">www.uncp.edu/titleixclery</a>	Title IX/Clery Campus Investigator Office of Title IX & Clery Compliance West Hall University Compliance Suite, Room 106 O: 910.775.4105	<b>Police and Public Safety</b> Auxiliary Services Building (Behind bookstore) O: 910.521.6235 <a href="mailto:police@uncp.edu">police@uncp.edu</a>
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If you have not been designated an OWA/RE/CSA, please consider utilizing the reporting protocols when you know of Clery crimes or have notice of sexual violence incidents involving our students, employees, or visitors and vendors on campus.