

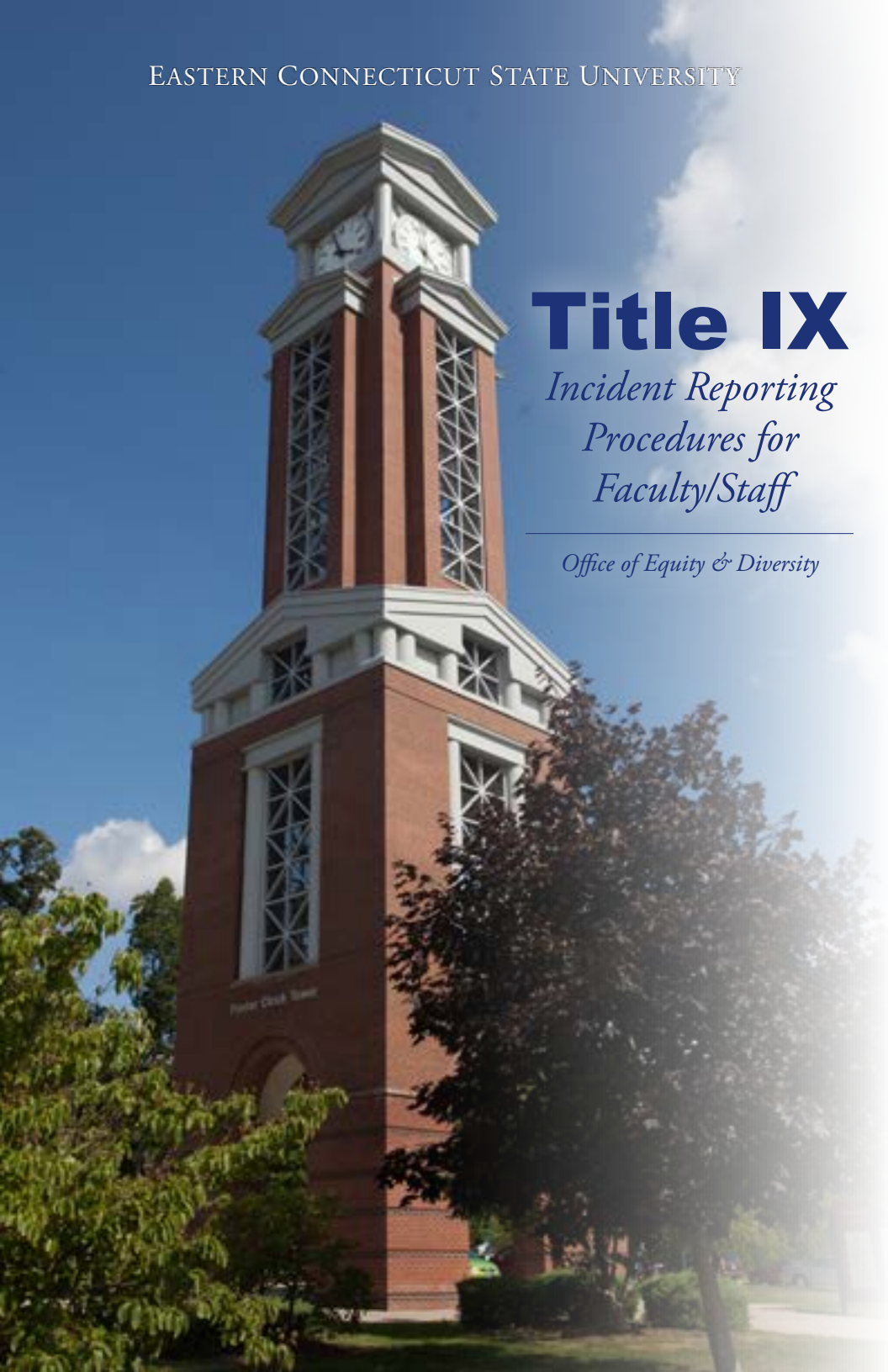
EASTERN CONNECTICUT STATE UNIVERSITY

# Title IX

*Incident Reporting  
Procedures for  
Faculty/Staff*

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*Office of Equity & Diversity*



Title IX of the Educational Amendments of 1972 is a federal law that prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. Title IX declares sexual harassment as a form of discrimination and requires educational institutions to respond promptly and effectively to reports of sexual misconduct that occur within the institution's education program or activity. Sexual misconduct can take many forms, including sexual harassment, sexual assault, intimate partner violence, or stalking, along with other forms of sex- or gender-based misconduct and/or discrimination.

Outlined below are the steps faculty/staff should take if a student discloses they may have been a victim of a Title IX/Sexual Misconduct incident.

## STEP 1

Upon being made aware of a Title IX/Sexual Misconduct incident, your first priority is to ensure the safety and security of the reporting party (*i.e. medical, mental health, physical security, etc.*). In cases of emergency, call 911 or contact campus police at (860) 465-5310, option #3.

## STEP 2

When speaking with the reporting party, be sure to explain that you are a mandated reporter and that their disclosure will be kept private except for the report you are required to submit to the Title IX Office which will initiate the appropriate follow-up.

## STEP 3

If the student wishes to speak with someone immediately during business hours the Title IX Coordinator can be contacted at (860) 465-5012 (between 8 a.m. and 5 p.m.) or the University Victim Advocate can be contacted at (860) 576-5466 (between 8 a.m. and 4 p.m.). If it is after-hours and the student wishes to speak with someone immediately, the Title IX Office can be reached via cell phone at (860) 377-1355.



## STEP 4

If the student does not express an immediate need to speak with someone, be sure to give the reporting party the SAIV-RT (*Sexual Assault & Interpersonal Violence Response Team*) information card and/or pamphlet. If you do not have them available, inform the reporting party that additional information can be found on Eastern's Title IX website.

## STEP 5

When speaking with the reporting party, remember, it is not your role to determine if the incident occurred, but to report what has been disclosed to you. Reports should be submitted online at [Title IX Incident Reporting Form](#).

**NOTE** It is not necessary to complete the report in the presence of the student and it is only necessary for you to enter the information that the student freely disclosed to you (*some fields on the report may need to be left blank if you do not know the information*).

## Reporting Procedures for Disclosure or Child Neglect or Abuse

It does not matter when the alleged neglect or abuse occurred, every disclosure must be reported to the Title IX Coordinator immediately.

When receiving the disclosure, you must call the Title IX Coordinator immediately at (860) 465-5012 or at (860) 578-1483. The Title IX Coordinator will start the DCF Referral process and will follow up with the student.

You will still be required to submit the [Title IX: Sexual Misconduct, Interpersonal Violence or Stalking Form](#)

# OTHER RESOURCES FOR STUDENTS/ CONTACT INFORMATION

<b>Campus Non-Confidential Resources</b>	<b>Campus Confidential Resources</b>
<p data-bbox="185 321 402 347"><i>Title IX Coordinator</i></p> <p data-bbox="140 354 442 412">Gelsi Young Hall, Room 253 (860) 465-5012</p> <p data-bbox="114 428 472 454"><i>University Victim Advocate (UVA)</i></p> <p data-bbox="93 461 491 519">Student Center, Room 109 (860) 465-4314 • (860) 576-5466 cell</p> <p data-bbox="217 535 370 561"><i>Campus Police</i></p> <p data-bbox="221 568 374 626">Public Safety (860) 465-5310</p>	<p data-bbox="589 321 963 347"><i>Counseling &amp; Psychological Services</i></p> <p data-bbox="689 354 859 412">182 High Street (860) 465-0181</p> <p data-bbox="651 428 898 454"><i>Student Health Services</i></p> <p data-bbox="632 461 917 519">Health Services, Room 102 (860) 465-5263</p> <p data-bbox="683 535 868 561"><i>Campus Ministry</i></p> <p data-bbox="608 568 940 626">Newman Hall, 290 Prospect St. (860) 423-0856</p>

## Off-Campus Confidential Resources

*The United Service Domestic  
Violence Program*  
24/7 hotline  
(860) 456-9476

*Sexual Assault Crisis Center  
of Eastern Connecticut*  
24/7 hotline  
(860) 465-2789

## Office of Equity & Diversity Staff

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