

CWUP 2-35-075 Reporting Behaviors of Concern Concerns and Required Employee Reporting Responsibilities

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Central Washington University (CWU) is committed to promoting an inclusive ~~campus~~ university environment of integrity, civility, and safety that adheres to all applicable federal, state, and local laws, rules, and regulations. CWU strongly believes that all members of the university community are integral in supporting that goal.

Faculty, staff, and students are encouraged to report behaviors of concern, potential policy violations, and/or requests for support ~~or other complaints or issues~~ through official internal reporting channels so that they may be responded to in a consistent manner and at the appropriate level. All members of the CWU community are also encouraged to inform those involved, whether directly or indirectly affected, of university reporting options and resources (see 4. Confidential Resources and 5. Formal Reporting Options below).

Certain CWU employees have specific reporting responsibilities as outlined below. The reporter is not entitled to receive a notice of outcome unless they are the alleged victim or respondent. ~~While all~~ All university CWU employees should keep any information reported private to the extent possible; however, are expected to not disclose information outside of the official reporting methods, CWU does not have the ability to CWU cannot guarantee confidentiality outside of the services through the Confidential Resources listed below. beyond those staff listed as confidential below.

(1) Title IX Responsible Employees Reporting Responsibilities

(A) Pursuant to Title IX, all higher education institutions are required to respond when the Title IX Coordinator, as well as officials who have authority to institute corrective measures, are made aware of (i.e., provided notice of) sexual harassment/misconduct. While the Title IX Coordinator is designated to have oversight of CWU's compliance with Title IX, preventing and responding to incidents of sexual harassment/misconduct is an institution-wide responsibility at Central. Therefore, CWU has designated Responsible Employees who are required to report knowledge of potential sexual harassment/misconduct to the Title IX Coordinator. For more information on CWU's Title IX compliance and Responsible Employee expectations, visit the Civil Rights Compliance-Addressing and Preventing Sex Discrimination website, a responsible employee is a university employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX Coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty.

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(B) At Central CWU, Responsible Employees have a duty to promptly report incidents of sexual harassment/misconduct, including sexual assault, sexual harassment, dating and domestic violence, and stalking. Reports will be made directly to the Title IX Coordinator or Deputy Title IX Coordinator, or through the online Concern and Support (Reporting)

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Form, so that the university may take appropriate action to stop, remedy, and prevent the misconduct.

(C) All permanent employees, faculty (defined in the faculty CBA), and designated student employees (e.g., graduate assistants, resident assistants/apartment or hall managers, and student union building managers), at professional staff and faculty members of CWU are responsible employees, unless they are designated as a confidential resource (see 4. Confidential Resources below). Permanent employees include cyclic and salaried exempt and classified staff.

Responsible employees have a duty to promptly report incidents of sex discrimination sexual harassment, including sexual assault, sexual misconduct, harassment, interpersonal dating and domestic violence, and stalking. Reports will be made directly to the Title IX Coordinator or Deputy Title IX Coordinator, their supervisor, or the Office of Student Rights & Responsibilities directly or through the Concern and Support (Reporting) Form a Behaviors of Concern Report, so that the university may take appropriate action to end the misconduct or hostile environment.(D) While all other student, non-permanent, and temporary employees are not considered Responsible Employees, all employees at CWU are encouraged to share information about reporting options and resources with the parties involved. For more information on reporting options and resources, visit the Civil Rights Compliance- Addressing and Preventing Sex Discrimination website.

(E) CWU expects Responsible Employees staff and faculty to take training related to the responsible employee this designation. Details, including title Any required content and frequency, can be found in CWUP 2-30-260 Training and Development.

(2) Student Hazing Prevention and Reduction – Required Reporting Responsibilities Hazing Reporting Responsibilities

(A) Pursuant to RCW 28B.10.907, all any university –volunteers and employees, including student employees and volunteers; with knowledge of who have reasonable cause to believe that hazing has occurred, shall report the incident or cause a report to be made to potential student hazing will report such information to the Office of Student Rights and Responsibilities (OSRR) or through the Concern and Support Reporting Form. This requirement does not include confidential employees, unless the employee has a supervisory role or position of authority over students. Reports will may be made directly to OSRR or through the Concern and Support (Reporting) Form, so that the university may take appropriate action to stop, remedy, and prevent the misconduct.

(B) CWU requires all employees to engage in hazing prevention education under HB 1751. Any required content and frequency can be found in See CWUP 2-30-260 Training and Development.

(23) Clery Act Campus Security Authorities Reporting Responsibilities (CSA):

(A) Per the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (i.e., the Clery Act), a Campus Security Authority (CSA) is one of the following individuals or organizations at CWU: a Campus Security Authorities (CSA) are are individuals who are

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responsible for reporting crime information to the designated Clery Compliance Officer or Campus Safety/Police Department. At CWU, the following individuals are CSAs:

1. Members of ~~CWU Police Services~~University Police and Public Safety;
2. Any individual who has responsibility for university security, including those who provide security at university parking lots or facilities, act as event security, or escort students around campus after dark;
3. Any other individual to which students and employees report criminal offenses. These include resident assistants, academic advisors, Office of Health Promotion Wellness Center staff, etc.;
4. CWU employees who have significant responsibility for student and university activities, including but not limited to Athletic Department staff and coaches, Title IX Coordinator and Deputies, ~~staff from Housing~~University Housing and Residence Life Staff, staff in the Vice President for Student Engagement and Success office, and Office of the Dean of Student Success, directors and/or department chairs/heads, Study Abroad faculty and staff, University Center staff, etc.

(B) All CSAs receive annual notice of and training on their roles and responsibilities through ~~CWU Police Services~~University Police and Public Safety.

(C) CWU has a responsibility to notify the university community about any crimes which pose a current, ongoing threat. CSAs are obligated by law to promptly report crimes to University Police and Public Safety or the Clery Compliance Officer. ~~CWU Police~~. CSAs ~~must not further investigate on their own after reporting~~do not investigate. Incidents can be reported to CSAs by anyone, including a witness, victim, or a third party.

(43) Confidential Reporting Resources: Confidentiality

(A) ~~S~~Some campus-university resources and staff may maintain confidentiality, thereby offering options and advice without any obligation to inform an outside agency or ~~campus university~~ official unless a reporting party has requested information be shared further or officially reported. Confidential campus resources and staff will maintain confidentiality except when legally mandated to share information, including but not limited to potential lethal harm to self or others and minor, dependent, or elder abuse.

(B) If a reporting party would like the details of an incident kept confidential, the reporting party may speak with on-campus or off-campus licensed professional counselors and medical providers, as well as victim advocates. Students may utilize the on-campus licensed professional counselors and staff in the Student Counseling Clinic Services, on-campus health service providers and staff in Student ~~Medical~~Health Services, or on-campus victim advocate staff in Prevention, Advocacy, Training, and Healing (PATH) within the the Wellness CenterOffice of Health Promotion.

(C) The confidentiality of the above-listed employees only applies to information obtained while the employee is performing their job duties (i.e., functioning within the scope of

their duties to which the confidentiality applies). will maintain confidentiality except when legally mandated to share information.

(54) Formal Reporting Options:

(A)1. All university personnel are encouraged to contact [CWU Police Services](#) [University Police and Public Safety](#) (e.g., CWUPD) for immediate response and assistance, especially in instances of immediate threat or danger. [CWU Police Services](#) [CWUPD](#) can be contacted through Kittcom non-emergency line at 509-925-8534 or through 9-1-1 for emergency response.

2.(B) CWU's official reporting mechanism is the [Behaviors of Concern](#) [Concern and Support](#) (Reporting) Form. All university staff, faculty, and students are encouraged to report ~~concerning behaviors~~ [behaviors of concern, potential policy violations, and/or requests for support](#) through this form. The [Behaviors of Concern Report](#) [Concern and Support Form](#) can be accessed through their MyCWU portal under "Main Menu." [The Concern and Support Form](#) [Behaviors of Concern Reports](#) are ~~is administered~~ [managed](#) by professional staff in ~~the Office of the Dean of Student Success~~ [Student Engagement and Success](#) in coordination with other university partners, including [Civil Rights Compliance](#), Human Resources, and [CWU Police Services](#) [University Police and Public Safety](#). The Office of [the Vice President for the Dean of Student Success](#) [Student Engagement and Success](#) can be contacted directly at 509-963-1515 for further questions or support.

(C)3. The [CWU Director of Civil Rights Compliance](#) and [Title IX Coordinator](#) (as well as the ~~Title IX Coordinator and ADA/504 Coordinator~~) ~~John MacArthur~~ can be contacted regarding incidents of [potential discrimination, harassment, and retaliation, including sexual misconduct,](#) ~~or other potential civil rights violations.~~ ~~The Title IX Coordinator~~ [Civil Rights Compliance staff](#) can be contacted at CRC@cwu.edu ~~at~~ 509-963-~~1202~~2050, or visiting [Barge Hall Room 204](#).

4. CWU students can also contact [Prevention, Advocacy, Training, and Healing \(P.A.T.H.\)](#) in the [Wellness Center](#) for confidential support and reporting of sexual misconduct incidents. [P.A.T.H.](#) can be contacted at 509-963-3213 or PATH@cwu.edu (email is not a secure form of communication and should only be used for scheduling and general inquiries).

[Responsibility: BFA Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/17/2020; Approved by: James L. Gaudino, President]

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