

The Medaille College Title IX Office would like to share the following information in case you, as a Medaille College faculty or staff member, should become aware of, or have reported to you, an incident involving sexual misconduct, sexual violence, or sexual assault.

- You are a “Responsible Employee.”
- The Department of Education, in the Office for Civil Rights *2001 Guidance* (https://www.nccpsafety.org/assets/files/library/Revised_Sexual_Harassment_Guidance_2001.pdf) defines a responsible employee as any employee: who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; ***or whom a student could reasonably believe has this authority or duty.***
- As such, when you know or reasonably should know of alleged sexual misconduct, the College is deemed to have notice and must take appropriate action, including measures aimed at ending the inappropriate conduct, preventing its recurrence, and remediating its effects.
- If a student (or anyone associated with Medaille College) reports to you that she/he has been involved in an act of sexual violence, assault, or misconduct, the College has been “placed on notice” per Title IX.
- You are required to report information learned in your role as a Responsible Employee to the Title IX Coordinator.

If You Need to Take a Report

- 1) Ask if the student or person who claims to have been a victim of the sexual violence, assault, or misconduct (the Complainant) wants the information to be kept confidential. Explain that you cannot keep the information confidential because you are required to report what happened to them. If a person wants to talk to someone confidentially, you should refer them to the Medaille College Counseling Services or Health Services, or the WNY Crisis Services.
- 2) Explain that it is your duty to inform the Title IX Coordinator about the incident (e.g. the names of the individuals involved; the time; the place; the location, etc.)
- 3) Explain to the Complainant that they can request that the subject of the report not be informed of the Complainant’s identity but that the request may limit the College’s ability to end the inappropriate conduct, prevent its recurrence, and remediate its effects.
- 4) Advise the Complainant of the option of reporting to law enforcement (BPD or NYSP.)

- 5) If the report regards a sexual assault, ask the Complainant if she/he needs medical treatment and suggest that they seek medical treatment. The Medaille College Public Safety office can coordinate this.
- 6) Ask the Complainant to describe what happened. LISTEN and take notes. Don't ask WHY questions (why were you there, why were you dressed like that, etc.) Have empathy for the Complainant. Once the Complainant is finished – think – do you know who, what, when, where, and how? If not, try to fill in the blanks by asking questions.
- 7) Forward the information as soon as possible to the Medaille College Title IX office, (716) 880-2119, titleix@medaille.edu or to the Medaille College Public Safety Office.