

## FAQ for Responsible Employees

### MANDATORY REPORTING OF SEXUAL MISCONDUCT

College employees are **required to report** instances of **sexual misconduct** against a student or employee.

**Sexual misconduct** includes Dating Violence, Family or Domestic Violence, Rape, Sexual Assault, Fondling, Incest, Statutory Rape, Sexual Exploitation, Sexual Harassment, Sexual Intimidation, or Stalking as defined in the Texas State University System Sexual Misconduct Policy.

### WHEN DO I HAVE TO REPORT?

You must report if (1) you witnessed or learned about the incident in the course and scope of your employment, (2) you reasonably believe the incident constitutes sexual misconduct, and (3) the incident happened to or was committed by someone who was either a student or employee at the time of the incident.

You do not have to report if you were the victim or if you received information due to a disclosure made at a public awareness event sponsored by LSCPA, another TSUS member institution, or a LSCPA student organization.

### HOW DO I MAKE A REPORT?

Reporting online through the Title IX website is encouraged ([www.lamarpa.edu/titleix](http://www.lamarpa.edu/titleix)). You can also contact the Title IX Coordinator or a Deputy Title IX Coordinator directly.

Reports must include all relevant information about the incident that you witnessed or were told, including names of all parties and witnesses, location, and known details of what happened and whether anyone involved asked for confidentiality.

[www.lamarpa.edu/titleix](http://www.lamarpa.edu/titleix)

### WHAT TO DO IF SOMEONE COMES TO YOU WITH A REPORT OF SEXUAL MISCONDUCT

Before someone reveals any information, you should gently ask them to pause so you can explain that you are required to report this conversation (including their name and nature of the incident) to the Title IX Coordinator and that the Title IX Coordinator will be reaching out to them. This allows them to decide whether to talk to you, talk to a Confidential Source, or make an anonymous report online.

*If you don't know what to say, read this to them.*



I want to let you know that given my role on campus, I have an obligation to share information about incidents of sexual misconduct with our Title IX Coordinator. The College needs to make sure you have information about local resources that might be helpful, and must make sure that you and others on campus are also safe. The Title IX Coordinator will reach out to you and will work with you to help you understand your options and next steps. You can decide how much or how little you want to share – that is up to you.

**DO**

Offer to contact the Title IX Coordinator or Deputy Coordinator on the person's behalf and/or escort them to the appropriate location.

**DON'T**

Don't share information with law enforcement without the person's consent, unless the person has already involved law enforcement and officers are following up an investigation.

### INTERACT WITH THE PERSON APPROPRIATELY

- Listen without judgment and be respectful.
- Don't ask questions about the incident.
- Your language should be supportive and reassuring:
  - \* "I am sorry this happened to you."
  - \* "What happened is not your fault."
  - \* "How can I help?"
  - \* "Do you feel safe?"
- Direct them to the Title IX website for a list of resources.

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