



MANDATORY REPORTER RESPONSIBILITIES

As employees of UTC, you are a designated Mandatory Reporter and have a responsibility to report conduct that may violate University policy when you become aware of it. Your response when someone shares a concern with you can be critical in connecting individuals with appropriate resources and ensuring the University can respond appropriately.

YOUR ROLE: REPORT, DON'T INVESTIGATE

If a student, employee, or other individual shares information with you about possible sexual misconduct, discrimination, harassment, retaliation, or other prohibited conduct, your role is to **receive the information, respond appropriately, provide available resource information, and report the information as required.**

PLEASE DO

- Listen and respond with empathy and professionalism.
- Thank the individual for coming forward.
- Be transparent about your obligation to report before the individual provides details, when possible.
- Provide information about available resources and support, including Title IX resources and emergency resources when appropriate.
- Report the information promptly (w/in 48 hours) to Title IX as required by University policy.
- Document and report the information you received without conducting your own investigation or attempting to determine whether the allegation is substantiated.
- Contact Title IX if you are unsure whether or how to report.

IMMEDIATE SAFETY CONCERNS AND EMERGENCIES

Mandatory reporting does not replace the need to respond to an immediate safety concern or emergency.

If an individual is in immediate danger, requires emergency medical assistance, or there is an immediate threat to the safety of the individual or campus community, follow the University's emergency procedures and contact University Police/Public Safety or 911, as appropriate.

When there is an immediate safety concern, your first priority should be helping the individual access appropriate emergency assistance. Once the immediate concern has been addressed, make the required report to the appropriate University office.

If the situation is not an emergency but you have concerns about an individual's immediate safety, contact the appropriate University resource for assistance rather than attempting to manage the situation on your own.

PROVIDING RESOURCE INFORMATION

Mandatory Reporters should be prepared to connect individuals with appropriate resources. Depending on the circumstances, this may include:

- Title IX
- Equal Opportunity & Accessibility
- Counseling and mental health resources
- Confidential advocacy or support resources, when available
- Medical or healthcare resources
- University Police/Public Safety
- Dean of Students or other student support resources
- Human Resources or employee support resources
- Emergency services

Providing resource information does not mean you are responsible for determining which resource the individual should use.

When appropriate, provide the individual with available options and allow them to decide what support they would like to pursue, while fulfilling your reporting obligations.

PLEASE DO NOT:

- Investigate or attempt to determine whether the allegation is true.
- Contact the named Respondent to verify the allegation or obtain their response.
- Contact witnesses or other individuals to gather additional information.
- Confront the Respondent about the reported conduct.
- Attempt to mediate, resolve, or “work out” the situation yourself.
- Promise confidentiality or make promises about what the University will or will not do.
- Conduct your own fact-finding after submitting the report.
- Delay making a required report while attempting to gather additional information.

WHAT SHOULD I SAY?

You do not need to conduct an interview or obtain all of the details before making a report. A simple and supportive response may be:

“Thank you for telling me. I want to make sure you have access to the appropriate support and resources. Because of my role at the University, I am required to share this information with the appropriate University office. I will provide the information I have, and they can explain your options and available resources.”

If there is an immediate safety concern, you may also say:

“My first priority is making sure you are safe. If you are in immediate danger or need emergency assistance, we can contact emergency services or University Police/Public Safety.”

IF THE RESPONDENT CONTACTS YOU

If a named Respondent contacts you about a reported incident, do not attempt to investigate, verify information, obtain a statement, or resolve the matter. Refer the individual to the appropriate University office and contact Title IX if you need assistance determining how to respond.

WHEN IN DOUBT, REPORT

You do not need to determine whether conduct constitutes a violation of Title IX or University policy. You are not responsible for investigating the incident or report.

Your responsibility is to respond supportively, provide appropriate resource information, report what you know, and allow the appropriate University personnel to determine the next steps.

REMEMBER

Mandatory Reporters report. They do not investigate, verify, confront, mediate, or resolve allegations.

Thank you for your continued partnership in supporting our students, employees, and campus community. Your prompt and appropriate response helps ensure that individuals are connected with resources and that the University can respond appropriately.

For questions regarding your Mandatory Reporter responsibilities, reporting obligations, or available resources, please contact the Office of Title IX Compliance at 423-425-4255 or titleix@utc.edu.

