

Reporting and Confidentiality

Options for Reporting

Internal – Not Anonymous

- a. Report directly to the Title IX Coordinator or Title IX deputy

The University Title IX Coordinator is:
Rayna Dyton-White, Director of Diversity & Inclusion
Lourdes Hall
rdytonwhite@usj.edu
860.231.5487

The University Title IX Deputy Coordinators are:
Deborah Spencer, Director of Human Resources
Office of Human Resources, Mercy Hall
dspencer@usj.edu
860.231.5390

Or a report can be made to:

TitleIX@usj.edu

Or

Report online, using the Tell Someone https://my.usj.edu/ics/Tell_Somebody_Report/ report;

Internal - Anonymous

- a. Report using the Public Safety Anonymous Tipline 860.231.5742.
- b. Report using EthicsPoint - 855.297.5106 or www.ethicspoint.com.

External Law Enforcement

To contact a local police department, contact Public Safety for assistance (24 hours a day/7 days a week) at 860.231.5222 or call:

- a. West Hartford Police Department – 860.523.5203
- b. Hartford Police Department – 860.757.4000
- c. Bloomfield Police Department — 860.242.5501
- d. Connecticut State Police, Troop H (Hartford) - 800.968.0664 or 860.534.1000

Complaints of Sexual Misconduct against a Faculty Member, Staff Member or Administrator

Within the university, reports of gender-based misconduct by a faculty member, staff member, administrator or third party affiliated with the university (vendor, clinical coordinator, accreditation member, etc.) should be filed with the Office of Human Resources. Reports regarding faculty member, staff member, administrator or third party affiliated with the university can also be made via the EthicsPoint reporting option 855.297.5106 or www.ethicspoint.com. For procedure see Employee Handbook. If the alleged sexual misconduct impacts a University of Saint Joseph student, Responsible Employees must also report the information to the Title IX Coordinator, and such report may not be anonymous.

Confidentiality

Reports made anonymously or by third parties may or may not initiate grievance procedures. However, Title IX requires the university to investigate all incidents about which the university knows or has reason to know to protect the health and safety of the university community and the university will

investigate issues raised anonymously or by third parties if sufficient information is provided by the reporter to allow such an investigation. Also, the university will undertake an investigation where appropriate even in cases where the alleged victim and/or complainant choose not to cooperate or participate.

When weighing a complainant's request for confidentiality, to end an investigation, and/or to not seek disciplinary action, the university will consider factors which may include circumstances that suggest: violence, threat, pattern, predation and/or weapon; the age of the student subjected to the sexual violence; and whether the university possesses other means to obtain relevant evidence.

Whether the incident occurred on or off campus, community members are encouraged to report sexual assault and other incidents of harassment to local police. University of Saint Joseph Public Safety can assist community members who wish to make a report to police. Electing not to report an incident to the police will not impact the university's investigation or Title IX grievance process. If a complainant is a minor, according to Connecticut state law, the university will make a report to the appropriate law enforcement agency.

If a community member decides not to file a complaint with the university, the university encourages the community member to seek out the available medical and mental health resources listed above. Community members who wish to make a complaint at a later date may contact a university Title IX Coordinator or deputy at any time.

Responsible Employees and Reporting

University of Saint Joseph encourages all employees to promptly report any incidents of sex discrimination, sexual misconduct, interpersonal violence or stalking, they may witness or become aware of. Responsible employees are **required** to report such incidents when any University of Saint Joseph student is impacted. University of Saint Joseph defines all faculty and staff as responsible employees of the university; the sole exception to this statement is staff who are designated as confidential employees. A responsible employee is expected to report any incidents of sexual violence, harassment, discrimination, interpersonal violence and stalking involving a student promptly to the university Title IX Coordinator or deputy coordinator. Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the university to take action on a complaint.

The University considers staff in Health Services and the Counseling and Wellness Center to be confidential employees; as such these employees will not report Title IX related incidents to the Title IX Coordinator. Confidential employees will submit anonymous statistical information to the appropriate university office for Clery Act purposes, unless they believe it would cause undue harm to a specific client.

When reporting sexual harassment, discrimination, sexual assault, interpersonal violence or stalking the Title IX Coordinator or deputy coordinator will guide you with regard to how much detail is needed in an initial report. While respecting the complainant, no employee (other than Health Services and Counseling and Wellness Center staff) can or should promise complete confidentiality.