



gustavus.edu/titleix

Sexual Harassment | Sexual Assault | Intimate Partner Violence | Stalking

Mandated Reporter

TITLE IX

GUSTAVUS ADOLPHUS COLLEGE



Who needs to report?

All employees of Gustavus Adolphus College (faculty, administrators, and staff) are mandated reporters (unless deemed confidential) and expected to report all acts of sex and/or gender discrimination including sexual misconduct to the Title IX Coordinator.

Employees cannot use the anonymous reporting option.

Why do we need to report this to the Title IX Coordinator?

- Ensures that the appropriate resources are available to the reporting party.
- Allows the College to track patterns of behavior.
- Assists in keeping our campus community safe.
- **It's the law!**

How do I report?

Report all known details of the incident to the Title IX Coordinator by using the online reporting form at gustavus.edu/titleix or by contacting the Title IX Coordinator directly at 507-933-6360 or emailing pdawson@gustavus.edu.

What happens next?

The Title IX Coordinator will contact the involved party by email to arrange a meeting to discuss the report. During this meeting the individual will be provided information regarding our policy, available support and resources, as well as information about the Title IX investigation process. The responding party will not be contacted until the Title IX Coordinator has met with the reporting party.

The party will be encouraged to report the incident to law enforcement and assistance from the College in making the report will be offered during this meeting.

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IF YOU HAVE EXPERIENCED SEXUAL MISCONDUCT

RESOURCES

• Confidential Resources

Sexual Assault Response Team (SART/CADA)	507-933-6868
Health Service	507-933-7630
Counseling Center (students only)	507-933-7027
Chaplains	507-933-7277

• On-Campus Resources

Title IX Coordinator-Patty Dawson	507-933-6360
Campus Safety	507-933-8888
Dean of Students Office	507-933-7526

• Community Resources

Saint Peter Police Department	507-931-1550
Mayo Health System Mankato	507-625-4031
Committee Against Domestic Abuse (CADA)	800-477-0466



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WHAT ARE MY RESPONSIBILITIES AS A MANDATED REPORTER?

If an individual approaches you regarding any form of sexual misconduct or sexual harassment, do the following:

- If there is an immediate safety concern contact Campus Safety at 507-933-8888 or call 911.
- Know your campus **Confidential Resources** and offer to help the individual contact one of these resources (SART, Counseling Center, Health Service, Chaplains).
- Let the individual know that you are required to get them connected with the Title IX Coordinator who can assist them with options and resources.
- Support the individual's decision to seek help, talk with a confidential resource, or go for medical care.
- Listen to the reporting party. Be supportive but do not probe for details. Remember, your role is not to investigate the incident, but rather to assist the individual in connecting with the Title IX Coordinator who can most effectively provide remedial support, resources, and options for resolution.
- **Tear this card at the perforation and keep** this half for reporting information and provide the other half to the person that experienced misconduct.
- Explain to the reporting party that following your report, the Title IX Coordinator will contact them to provide information about available support and resources, but will not contact the responding party (alleged) or otherwise act on the report without first consulting with the reporting party.
- You should encourage the reporting party to speak with the Title IX Coordinator, even if they are unsure at the time whether they want to file a formal complaint. Understand that Gustavus Adolphus College's jurisdiction for addressing sexual misconduct is not limited to only on-campus incidents. In many instances, the College is required by federal law to look into an incident regardless of where it occurred. As such, you should report any instance of sexual misconduct or harassment to the Title IX Coordinator regardless of the incident's location.
- If there is ever a question or concern about how, when, or who to report, contact the Title IX Coordinator.

All members of the Gustavus Adolphus College community should read and be familiar with the Gustavus Adolphus College Sexual Harassment and Sexual Misconduct Policy. The policy can be found on the Title IX website at gustavus.edu/titleix. Questions regarding Title IX or this policy, contact Patty Dawson, Title IX Coordinator, or the Department of Education, Office of Civil Rights at 312-730-1560 or OCR.chicago@ed.gov.

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IF YOU HAVE EXPERIENCED SEXUAL MISCONDUCT

WHAT DO I DO?

Your health and safety is our main concern. Consider the following **options** if you have experienced sexual misconduct.

- **Contact Campus Safety** at 507-933-8888 or **local law enforcement** at 911.
- **Contact a Sexual Assault Advocate (SART)** 507-933-6868. SART Advocates are CONFIDENTIAL resources that can assist you in getting the assistance you need. Other confidential resources on campus are Chaplains, Health Service, and the Counseling Center professional staff.
- **Report the incident** to the Title IX Coordinator at 507-933-6360 or gustavus.edu/titleix.
- If the incident happened within the past 72 hours, consider **preserving as much evidence** as you can by putting clothing or bedding in a paper bag and saving any communication regarding the incident (text messages, email, photos).
- **Remember** that you do not have to decide what to do at this time. You are in control of what happens and how you chose to move forward. These are options available to you.

WHAT DO I NEED TO KNOW?

- You set the pace.
- You have the right to choose who you speak with, how much information you want to share, and/or what resources you want to use and when.
- Resources are available to you both on-and-off campus.
- The information you share will only be shared with those who need to know. Our goal is to keep you and our community safe.