

Responsible Employee Guidance
Updated Fall 2018

I am glad that you have come to talk to me and I want to help you in the best way I can. Before you provide me with any information that you may wish be kept confidential, I am required by Title IX to make sure that you understand my role.

1. I have an obligation to report the information you provide me (including names and relevant facts) to the University's Title IX Coordinator, Amanda Deckert or to a Deputy Title IX Coordinator (Farren Lobdell)
2. You can request that, following my report, the University keep this information confidential and not pursue any disciplinary proceedings against the accused, or that if proceedings are pursued that your identity be kept confidential, and this request will be seriously considered by Ms. Deckert, but ultimately it will be the University's decision whether to grant that request and how to proceed.

If you are concerned about retaliation from anyone involved in this incident if you share information with me and the University decides to act on it, you should know that Title IX prohibits retaliation and the University will respond quickly and strongly to anything that may be considered retaliatory for your reporting.

3. Regardless of whether you decide to share information with me, there are confidential resources available to you, both on campus (if you are a student) and off campus (whether a student or not), that can also provide some assistance to you:
 - a. Confidential On Campus Resources
 - Counseling Center, Miller Campus Center 225, 386-7314
 - Davis Health Center, Miller Campus Center 004, 386-7333
 - Campus Ministry, Miller Campus Center 130, 386-7018

These on campus resources can provide information to you about services that may be available (such as counseling and medical services, academic accommodations, etc.), although the availability of some of these services may depend on how confidential you want this to remain. (For example, if you do not want your name disclosed by these confidential resources to University officials, it may not be possible to provide academic accommodations). In addition, these resources may even be able to help you decide whether you want to disclose this information to me.

Reports to these confidential resources are not shared with the University in any personally identifiable way, they are not considered reports to the University, and the University will not be in a position to take action on your complaint as a result of reporting only to a confidential resource.

b. Confidential Off Campus Resources

There are also off campus confidential resources available to you:

- Renewal House
3 Chapel Street
M-F, 8 am – 5 pm
315-379-9845
- Reachout of St. Lawrence County
(free, confidential crisis and info hotline)
315-265-2422

As with on campus confidential resources, information provided to these individuals will not be shared with the University in any personally identifiable way, will not be considered a report made to the University, and the University will not be in a position to take action as a result of your reporting only to a confidential resource

4. You also, always, have the right and option to report to local law enforcement and/or the New York State Police, whether you talk to me or not. The University, through University Police, can help facilitate that option if you would like and I can assist you in contacting Campus Safety.
5. Do you need any medical attention? Even if you don't want to talk to me, or am unsure right now, I can help you secure assistance from the Counseling and/or Health Center.
6. Again, I hope you will choose to talk to me, but it is important that you understand the legal obligations that I am under.

If a student is involved, provide a copy of the "Students' Bill of Rights." In addition, regardless of whether it is a student or faculty/staff member, provide a copy of "Rights of Reporting Individuals." Send Amanda Deckert an email that copies were provided.