

## Sexual Misconduct Disclosures: A Guide for Faculty & Staff

If someone discloses an incident of sexual misconduct to you, including sexual assault, dating or domestic violence, stalking, or sexual harassment, please take the following steps:

<b>1. LISTEN</b>	<b>2. REFER</b>	<b>3. REPORT</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> CONFIRM the person’s safety. If they are not safe, help them create a plan to get to a safe place. Call 911 if needed.</li> <li><input type="checkbox"/> EXPLAIN that you are not a confidential resource.</li> <li><input type="checkbox"/> PROVIDE nonjudgmental support. Avoid statements that suggest blame or show doubt.</li> <li><input type="checkbox"/> RESPOND with compassion and sensitivity.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> REVIEW reporting options with the person (the right to file with law enforcement, the right to file a report with Colgate, and the right to refrain from reporting).</li> <li><input type="checkbox"/> DIRECT the person to on-campus confidential resources.</li> <li><input type="checkbox"/> Share on and off-campus resources and options.</li> <li><input type="checkbox"/> Show them how to access our policy, and information about available resources at <a href="http://www.colgate.edu/sexualassault">www.colgate.edu/sexualassault</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CONTACT the Title IX Coordinator to report the incident: Tamala Flack, Title IX Coordinator and Equity &amp; Diversity Officer (315) 228-7014 <a href="mailto:tflack@colgate.edu">tflack@colgate.edu</a></li> <li><input type="checkbox"/> The Title IX Coordinator will ensure prompt notification to Campus Safety for Clery reporting, if applicable.</li> </ul> <p><b>NOTE: As a non-confidential resource you are expected to promptly report to the Title IX Coordinator.</b></p>

**TALKING POINTS**

- Express your desire to be supportive and to help in the best ways possible.
- Let them know that while you appreciate their trust and willingness to confide in you, you want them to understand that you are not a confidential resource and cannot guarantee that you will hold the conversation in strict confidence. Explain that you have a duty to report at least the broad contours of what is shared. ***If possible, provide this information the moment you realize a student wishes to share a concern with you, and preferably before the student shares any details of the incident(s).***
- Direct them to the staff members on campus who can guarantee confidentiality while providing expert support. The confidential resources on campus are: the Counseling Center and the counselors in The Haven, The Chaplain’s Office, and the Health Center. Offer to make the initial contact for them if desired.
- **Read** the following statement to them: “You have the right to make a report to Campus Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Colgate; to be protected by Colgate from retaliation for reporting an incident; and to receive assistance and resources from Colgate.”

**TO REPORT AN INCIDENT TO LAW ENFORCEMENT**

Hamilton Police: (315) 824-3311 or 911  
New York State Police: (315) 366-6000  
New York State Domestic and Sexual Violence Hotline: (800) 942-6906

**TO REPORT AN INCIDENT TO COLGATE**

Campus Safety: (315) 228-7911  
Title IX Coordinator: (315) 228-7288  
Equity Grievance Panel Member: [www.colgate.edu/egpmembers](http://www.colgate.edu/egpmembers).  
Online Report: [www.colgate.edu/concern](http://www.colgate.edu/concern). Can be submitted anonymously.

**CAMPUS CONFIDENTIAL RESOURCES**

Counseling and Psychological Services: (315) 228-7385, or [www.colgate.edu/counseling](http://www.colgate.edu/counseling).  
Haven: (315) 228-7385, or [www.colgate.edu/haven](http://www.colgate.edu/haven).  
University Chaplains: (315) 228-7682, or [www.colgate.edu/chaplains](http://www.colgate.edu/chaplains).  
Student Health Services: (315) 228-7750, or [www.colgate.edu/studenthealthservices](http://www.colgate.edu/studenthealthservices).

**OFF-CAMPUS RESOURCES**

Help Restore Hope Center: *Confidential* 24-hour sexual violence hotline: 855-966-9723.

**FACULTY AND STAFF REPORTING PROCESS**

If you receive firsthand or other credible information of sexual harassment, discrimination, sexual exploitation, or sexual assault or any other form of sexual violence (dating/relationship violence, domestic violence, stalking), you should report as follows:

**FACULTY AND ADMINISTRATORS:**

Any faculty member or administrator (with the exception of counseling staff, chaplains, and health care providers) is expected to promptly contact the Title IX Coordinator, Tamala Flack (x7014, [tflack@colgate.edu](mailto:tflack@colgate.edu), 102 Lathrop Hall).

**COMMUNITY LEADERS (CLs):**

CLs are obligated to promptly report any information regarding sexual harassment, discrimination, sexual assault or any other form of sexual violence (sexual exploitation, dating/relationship violence, domestic violence, stalking) to the Director of Residential Life, Danielle Nied. Danielle will notify the Title IX Coordinator.

**OTHER EMPLOYEES:**

All other Colgate employees who are not confidential resources are expected to promptly contact the Title IX Coordinator, Tamala Flack ([tflack@colgate.edu](mailto:tflack@colgate.edu), x7014, 102 Lathrop Hall).

*You will be asked to provide information regarding the incident (student status, date/time, location, and what happened), and may ask for identifying information if needed to ensure community safety. The university will always be guided by the goals of empowering the survivor and allowing the survivor to retain as much control over the process as possible, to the extent consistent with its obligations to the Colgate community.*