

# Responsible employee Title IX response



As a faculty or professional staff member (with the exception of counselors, medical providers and clergy/ministers acting in the performance of their duties), you are considered a responsible employee. This means you are required to notify the Title IX Office if you witness or are notified of sexual harassment, sexual assault, rape, dating violence, domestic violence, stalking or sex/gender discrimination.

We recognize that reporting an incident can be challenging. The checklist below offers helpful tips.

## INITIAL COMMUNICATION

- Remind the individual of your reporting responsibilities and their confidential options.
- Communicate to the individual that they have the following rights:
  - To make a report to university police, local law enforcement, and/or state police or choose not to report
  - To report the incident to the university
  - To be protected by the university from retaliation for reporting an incident
  - To receive assistance and resources from the the university
- See if the student would like a support person present while speaking with you.

## HEALTH AND SAFETY\*

- Offer the individual immediate medical attention.
- Evaluate immediate safety of the individual and community. See other side for factors to consider.
- Assess mental health concerns (suicidal ideation, mental health crisis, etc.).

## RESOURCES AND ACCOMMODATIONS\*

- Provide them a Title IX resource card.
- Remind the student that the Title IX Office will be reaching out via email.
- Offer to connect student with the University Police Department, Aid to Victims of Violence Hotline and/or medical services immediately.

## REPORTING\* Do not investigate, mediate or ask unnecessary questions.

- Document any details shared with you (date, location, accused individual's name).
- Submit report immediately following the disclosure.

## FOLLOW-UP

- Share ongoing updates as necessary with the Title IX Office.

\* Refer to the additional considerations on other side for more details.

# Additional considerations

## HEALTH AND SAFETY CONCERNS

- Individuals may need immediate medical attention. This includes access to a sexual assault nurse examiner (SANE). Inform the individual that exams are most helpful if done prior to a shower but can be done afterward. **Contact Aid to Victims of Violence (607-756-6963) for additional support accessing a SANE Exam.**
- Assess for immediate safety risk to person or community. Examples include but are not limited to use of a weapon, suspicion that behavior will occur again immediately, concern regarding suicidal ideation and concern that someone else will become victim to behavior in immediate aftermath.

## ACCOMMODATIONS

- Take note of any immediate needs, such as access to food, clothing, housing change or classroom accommodations.
- Do not promise specific measures such as no-contact orders or housing relocation.
- Remember, a reporting individual does not need to move forward with a formal complaint in order to seek resources and/or accommodations.



## REPORTING

- Ensure that you document if the University Police Department or medical services were notified.
- Sometimes the reporting individual will provide you details about the incident that occurred. Other times they may be vague. If any details are provided, be sure to document them for the Title IX coordinator. However, you should not ask any follow-up questions about the incident. This may do further harm to the reporting individual.

### Title IX Office

Academic year office hours: 8 a.m. to 4:30 p.m.  
Miller Building, Suite 404  
607-753-2263  
[titleix@cortland.edu](mailto:titleix@cortland.edu)  
[cortland.edu/titleix](http://cortland.edu/titleix)

