

Reporting Incidents Involving Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence or Stalking (“Sexual Misconduct”)

REPORTING DISCLOSURES OF SEXUAL MISCONDUCT

Who reports?	Private (non-confidential) Resources, also known as Responsible Employees Includes faculty, coaches, staff, including deans, residential life staff, undergraduate advisors (UGAs), and those individuals not designated as Confidential.
To whom?	Equal Opportunity, Accessibility, and Title IX Parkhurst Hall, Suite 05 603 646 0922 TitleIX@Dartmouth.edu
When?	As soon as possible: No later than 24 hours after the disclosure
How?	<ul style="list-style-type: none"> ▪ Phone call or email notification to a Title IX Coordinator ▪ Individuals may also meet in person with staff ▪ In an emergency, Safety and Security may contact the Title IX Coordinator after hours
Content of Report	<p>When? Who? What? Where? – If Known</p> <ul style="list-style-type: none"> ▪ First and Last name (for all persons involved) ▪ Status (e.g., faculty, staff, student, visitor) ▪ Date Information Shared with you ▪ Date Incident Occurred ▪ Description of or Details about the Incident ▪ Specific Location of Incident <p>You are not expected to ask questions. Listen and report everything that is shared.</p>
Next Steps	When a disclosure is shared with our office, an outreach email is sent to the impacted party. This outreach is a way to connect with the party and invite them to meet with a staff member. It is also used to share information on resources, supportive measures, and the college process. Meeting with our office is voluntary, parties are not required to respond to outreach. As a Campus Security Authority under the Clery Act, the Title IX Coordinator or Deputy Title IX Coordinator submits a CSA Crime Report documenting the incident.
Clery Act	<p>The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all colleges and universities that participate in federal financial aid programs to collect, retain, and disclose information about crime on or near their campuses or other college-owned property. The goal of the Clery Act is to ensure that current and prospective students, parents and employees have access to accurate information about campus security procedures and Clery-designated crimes committed on campus. The Act defines Campus Security Authority’s as mandated crime reporters. As such, CSA’s are required to report any Act qualifying crimes that they are made aware of to the Dartmouth College Safety and Security. Timely reporting of crimes is encouraged and sometimes required.</p> <p>More information: https://www.dartmouth.edu/security/clery_act/jeanne_clery_act.html</p>
Who is a CSA?	<p>A Campus Security Authority (CSA) is a Clery-specific term that encompasses individuals and organizations associated with an institution. A CSA can also be defined as anyone who has significant responsibility for students and campus activities.</p> <p>If someone has significant responsibility for student and campus activities, then they are a CSA.</p> <p>At Dartmouth, examples of CSAs include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Department of Safety & Security, Title IX Coordinator/Clery Act Compliance Officer, Office of Community Standards and Accountability ▪ Undergraduate deans, student affairs professionals, residential life administrators and UGAs ▪ Athletic administrators, including directors, assistant directors and coaches ▪ All faculty, staff and coaches, including advisors to student organizations and faculty directors of FSPs and LSAs <p>Crimes that must be reported and disclosed:</p> <ul style="list-style-type: none"> ▪ Criminal homicide: Murder and nonnegligent manslaughter; and Negligent manslaughter ▪ Sex offenses: Rape; Fondling; Incest; and Statutory rape. ▪ Robbery, Aggravated assault, Burglary, Motor vehicle theft, and Arson <p>If not sure of CSA responsibilities, contact the Clery Compliance Officer at Clery.Compliance.Officer@dartmouth.edu.</p>
Clery Crime Report Form	CSAs may access the Clery Crime Report Form here: https://www.dartmouth.edu/security/clery_act/csa_form.html