

Desk Guide: What to do if a Title IX incident is reported to you...

As an employee of the University, you may learn of an incident of sexual harassment, sexual misconduct, dating/domestic violence, stalking or other type of sex-based discrimination. Your response is very important and may determine whether a complainant chooses to report or seek out resources and support. Be sure to have the Title IX webpage and resource materials available when speaking with someone about an incident.

<p>Let the complainant know immediately that you are required to report information disclosed to your supervisor and/or the Title IX Coordinator (TIXC). You are not a confidential resource.</p>	<p>If the complainant would like to speak to someone confidentially (who is not required to report it), you may refer them to the Counseling Center and Student Health (students), to EAP (employees) and to Renewal House (all).</p>
<p>Is the complainant safe? Do they need medical assistance?</p>	<p>Contact Student Health Services (students only) or University Police. They may also go directly to St. Lawrence Health Systems or contact an outside law enforcement agency.</p>
<p>Listen, support, comfort and provide resources. Do not investigate.</p>	<p>Be understanding that the complainant may be feeling fear, embarrassment, humiliation, and/or guilt. Do not initiate your own investigation. Even with the best intentions, doing so may exacerbate a situation or compromise an investigation. Don't ask for details. Document the facts shared. Forward the information shared to your supervisor and/or the TIXC such as type of incident, names of parties involved, date, location, contact information, etc.</p>
<p>Encourage the complainant to contact the Title IX Coordinator (TIXC): titleix@potsgdam.edu</p> <p>All incidents brought to your attention should immediately be reported to the TIXC or your supervisor as soon as possible. Once information is provided to a SUNY Potsdam Responsible Employee*, the College is deemed to have notice requiring responsive action by the TIXC or designee.</p> <p><small>* A Responsible Employee is defined as any employee, who has the authority to take active to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students or employees to the TIXC or other appropriate school designee; or whom a student or employee could reasonably believe has this authority or duty.</small></p>	<p>Complainant: Reporting to the TIXC doesn't automatically initiate an official report or investigation. The complainant is in full control of what happens next unless there are multiple reports pertaining to the respondent/accused or if there is an immediate threat/danger to the campus community. The TIXC will provide options, resources, support and notify them of their rights. They will discuss the next steps, how the Title IX process works and if the report will need to be shared or referred to another department, such as Student Conduct or Human Resources.</p> <p>Respondent: Individuals accused of campus policy violations are afforded the right to due process. They may also reach out for guidance, advice, or support. The TIXC must remain neutral and unbiased to assist all parties. The respondent has the right to participate in their programs and activities during the process unless campus policy requires additional action. They will also be provided with resources and support.</p>
<p>Does the complainant want to file criminal charges?</p>	<p>You may direct them to University Police, or they may contact an outside law enforcement agency. The criminal process may run concurrently with the campus process.</p>

Helpful Links:

[Title IX Webpage | SUNY Potsdam](#)

[Students' Bill of Rights Webpage | SUNY Potsdam](#)

[Student Community Rights and Responsibilities Policy Handbook](#)

[RAVE Guardian Safety App](#)

[Campus Reporting Forms](#)