

# **Mandatory Reporters Policy 2.1.26**

## **Frequently Asked Questions**

### **Why does Creighton have a Mandatory Reporters Policy?**

The purpose of this policy is to articulate Creighton University's expectation for all faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare of their mandated reporting responsibilities of concerning and disruptive behaviors, discrimination, discriminatory harassment, sexual harassment, relationship misconduct, sexual misconduct, and crimes. Reporting of concerning and disruptive behaviors is not legally mandated, but is a policy mandate to assist the University in early identification and detection of threatening or at-risk situations. Additionally, state law requires the reporting of child abuse.

### **Who is a mandatory reporter?**

Creighton defines all faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare as mandatory reporters because they are in a role that gives them authority to address and remedy harassment, discrimination, sexual and relationship misconduct. All other individuals are strongly encouraged to report concerning behaviors, harassment, discrimination, sexual misconduct, relationship misconduct and crimes. It is always better to report.

### **Are there any exceptions to this policy?**

Yes, there are a few exceptions to the mandatory reporters policy. These individuals are voluntary reporters, not mandated by law, but University policy creates an expectation to report non-personally identifiable information. These individuals will not share any identifiable information without permission, unless sharing is required by law, or if the information suggests that there is imminent risk of harm to self, others, or the campus community. The following individuals are not required to be mandatory reporters under policy 2.1.26:

- The Associate Director for Prevention Education and Inclusion who serves as a confidential advocate for students, faculty, and staff in relation to this policy
- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- Clergy members during the rite of confession
- Faculty or staff who are closely-related (e.g. sibling, parent, guardian, grandparent, or spouse) to the person experiencing or reporting an incident

### **What if I'm not sure whether to report or not?**

If you encounter a situation in which you are uncertain or feel uncomfortable, contact the Office of Equity and Inclusion, which can assist you and your supervisor or program director in determining what to do. If you have any suspicion that a child or vulnerable adult has been abused or neglected, report it---even when you have doubts, it is better to report your suspicions than to ignore them

### **What should an individual do if they witness an emergency situation or an incident that requires an immediate response?**

All behaviors by students, faculty or staff that are immediate and are an emergency should be reported to the Department of Public Safety at (402) 280-2911.

### **What should a mandatory reporter do if they witness or learn about an incident that may be harassment, discrimination, sexual or relationship misconduct?**

If a mandatory reporter learns about harassment, discrimination, sexual or relationship misconduct they are expected to report the information to The Office of Equity and Inclusion.

### **What should a mandatory reporter do if they witness or learn about a criminal activity?**

Serious crimes covered by the [Clery Act](#) must be reported to the Department of Public Safety at (402) 280-2104. A listing of these crimes is found on pages 4-8 of the [Mandatory Reporters Policy](#).

### **What should a mandatory reporter do if they witness or learn about a concerning behavior?**

- All concerning and disruptive student behaviors are reported to the Office of the Vice Provost for Student Life at (402) 280-2775.
- Concerning and disruptive employee (faculty or staff) behaviors are reported to Human Resources at (402) 280-2709.
- Individuals can call the "Tell Someone" Hotline to report concerning behaviors at (402) 280-4400.

### **What should a mandatory reporter do if they are aware of a past concern that they realize should be reported based on this policy?**

Individuals that know of situations that have occurred in the past and are covered by this policy are encouraged to share the information they have with the appropriate office. Past concerns of harassment, discrimination, sexual and relationship misconduct should be reported to The Office of Equity and Inclusion at (402) 280-3189. Information about criminal activity should be reported to the Department of Public Safety (402) 280-2104. Individuals with knowledge about concerning and/or disruptive student behaviors should contact the Office of the Vice Provost for Student Life (402) 280-2775, and individuals with knowledge about concerning and/or disruptive faculty or staff behaviors should contact Human Resources (402) 280-2709.

### **What should I do if I have additional questions?**

A PDF version of the complete Mandatory Reporters Policy is located [here](#). Otherwise, contact Allison Taylor, M.S.Ed. in the Office of Equity and Inclusion at [allisontaylor@creighton.edu](mailto:allisontaylor@creighton.edu) or at extension 4120.