Creighton University
Mandatory Reporters Policy
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, sexual violence, 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 sexual violence, harassment and discrimination. All other individuals are strongly encouraged to report concerning behaviors, discrimination, sexual violence, harassment and crimes. It is always better to report.

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.

Are there any exceptions for healthcare providers, counselors or clergy?

Only the Associate Director for Prevention Education and Inclusion, healthcare providers and counselors in accordance with their code of ethics and state and federal law, and clergy during the rite of confession, can keep information confidential.

What should an individual do if s/he witnesses 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 s/he witnesses or learn about an incident that may be harassment or discrimination?**

If a mandatory reporter learns about sexual violence, harassment, or discrimination, s/he is expected to report the information to The Office of Equity and Inclusion.

**What should a mandatory reporter do if s/he witnesses or learns 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 of page 3 of the Mandatory Reporters Policy.

**What should a mandatory reporter do if s/he witnesses or learns 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 s/he is aware of a past concern that s/he realizes should be reported based on this new 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 sexual violence, harassment and discrimination 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 have 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 or at extension 4120.