PURPOSE

The purpose of this policy is to articulate Creighton University’s reporting responsibilities for faculty, staff, administrators and student employees as required by local, state, and/or federal law, such as reporting child abuse and neglect, discriminatory behavior and crimes.

POLICY

The University identifies that faculty, administrators, staff and student employees in the administration of their job duties have reporting responsibilities, both under this policy and under local, state, and federal law. Three reporting categories have been identified by the University (child abuse and vulnerable adult reporting; Title IX/discriminatory and concerning behavior reporting; and crime reporting) and individuals may fall into one, two, or three categories based on their position. There are limited exceptions to these categories.

SCOPE/ELIGIBILITY:

This policy applies to all faculty, administrators, and staff. It also applies to all student employees in the conduct of their job duties.

DEFINITIONS:

Covered Individuals means student employees in the conduct of their job duties, faculty, administrators and staff.

CSA means a Campus Security Authority, which is defined as:

a. Creighton’s Department of Public Safety
b. Any individuals who have responsibility for campus security but are not part of Creighton’s Department of Public Safety;
c. Any individual or organization designated by Creighton University to received reports of alleged criminal incidents;
d. An official of Creighton who has significant responsibility for student and campus activities or athletics.

Minor means a person under the age of 19 in Nebraska and 18 in Arizona or Iowa. Consult with Office of General Counsel for other jurisdictions.
REPORTING CATEGORIES FOR COVERED INDIVIDUALS

1. CHILD ABUSE AND VULNERABLE ADULT REPORTING

   a. Who Must Report:

      i. All Covered Individuals, are required to report suspected child abuse and neglect and suspected vulnerable adult abuse and neglect. This requirement may be more extensive than the law in an individual’s state of residence.

         1. Under Nebraska law, all adults are mandatory reporters of suspected child abuse and neglect, and certain individuals (including health care providers) are required to report suspected vulnerable adult abuse and neglect.

         2. Under Arizona law, certain individuals (including health care providers, clergy, victim advocates, teachers, others responsible for the care of a minor, and supervisors of the foregoing persons) are required to report suspected child abuse and neglect, including individuals who have reasonable knowledge to suspect child abuse or neglect. Certain individuals (including health care providers and any persons responsible for the care of a vulnerable adult) are required to report suspected vulnerable adult abuse and neglect.

      ii. Covered Individuals who provide confidential services as part of their on-campus position are typically required under law to report incidents of child abuse and neglect.

         1. Licensed mental health and social work practitioners, medical personnel, and staff in the Violence Intervention and Prevention (VIP) Center are required to report incidents of child abuse and neglect.

         2. Clergy are expected to comply with mandatory reporting laws with regard to child or vulnerable adult abuse. Clergy who learn information under the seal of the Sacrament of Reconciliation may be exempt from this requirement. Clergy should consult with appropriate church authorities on how to proceed.

      iii. The Office of the General Counsel may be contacted for questions regarding reporting obligations.

   b. What Must Be Reported:

      i. Reports should include as much information as the Covered Individual can provide about the alleged victim(s) and their household.

         1. If known, provide the first and last name of the alleged victim, their age, school they attend, names of people who live in the home, and the address of the home.

            a. Provide information regarding your concern. Describe how the alleged victim is unsafe, what occurred, when it occurred, and who was present. This may include signs of physical abuse (marks or bruises), signs of sexual
abuse (statements from the alleged victim), descriptions of substance abuse, signs of domestic violence occurring in the home, or signs of neglect.

b. For information on signs of abuse or neglect, please visit https://dhhs.ne.gov (Nebraska), https://dcs.az.gov (Arizona child abuse), or https://des.az.gov/services/basic-needs/adult-protective-services (Arizona vulnerable adult abuse).

c. **When To Report:**
   i. Reports of child abuse or vulnerable adult abuse should be made as soon as possible or within 12-24-hours.

d. **Where To Report:**
   i. To report incidents of child or vulnerable adult abuse and neglect, Covered Individuals should contact the applicable child and vulnerable adult reporting hotline or the local authorities in their jurisdiction. Covered Individuals are required to report these incidents directly to state and local authorities.
      1. For incidents in Nebraska call 1-800-652-1999 (24-hour child/vulnerable adult abuse hotline) or 911 (for emergencies)
      2. For incidents in Arizona call 1-888-767-2445 (24-hour child abuse hotline), 1-877-767-2385 (vulnerable adult abuse) or 911 (for emergencies)
      3. Where the child or vulnerable adult is located in other states, individuals should consult with the Office of the General Counsel for contact information. Alternatively, the reporter may contact the Childhelp National Child Abuse Hotline at 1-800-422-0445 (text and voice) or visit https://childhelphotline.org
   ii. Covered Individuals should also report the matter to the Office of Title IX and Civil Rights Compliance when the incident involves a member of the Creighton community or when an incident or disclosure occurs on the campuses of Creighton University or during a program or event involving Creighton University faculty, administrators, staff, or students (e.g., service sites, youth sports campus, etc.)

2. **TITLE IX, DISCRIMINATION, & CONCERNING BEHAVIORS REPORTING**

a. **Who Must Report**
   i. All Covered Individuals are required to report the following:
      1. Incidents of harassment, discrimination, and sexual harassment (which includes sexual assault, dating/domestic violence, and stalking). This includes first-hand disclosures and information received from a third-party.
         a. This requirement fulfills the University’s obligations under Title IX of the Educational Amendments Act of 1972.
### Policies and Procedures

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2. Concerning and disruptive student behaviors.
3. Concerning and disruptive faculty, administrator or staff behaviors.

ii. Individuals exempt from these reporting requirements include the following. *Please note that information involving harm to self or others, the threat of harm to self or others, or information that may pose a safety threat to other individuals in the Creighton community may be reported by confidential resource personnel as required by law or by licensure.*

1. Licensed mental health and social work practitioners, including staff at Student Counseling Services.
2. Medical personnel acting in the administration of their job duties
   a. While not considered responsible employees to Creighton University, medical personnel may have other reporting requirements under law.
3. Clergy under the seal of the Sacrament of Reconciliation
4. Staff members in the Violence Intervention and Prevention (VIP) Center serving as confidential advocates.
5. Covered Individuals who are closely related (e.g., sibling, parent, guardian, grandparent, spouse) to the person experiencing or reporting an incident. For questions regarding what qualifies as a closely related person, contact the Office of the General Counsel or the Office of Title IX and Civil Rights Compliance.

b. **What Must Be Reported**
   i. Incidents of harassment, discrimination, and sexual harassment (which includes sexual assault, dating/domestic violence, and stalking). This includes first-hand disclosures and information received from a third-party
      1. For more information and definitions of harassment, discrimination, and sexual harassment see the *Non-Discrimination Policy, 2.1.25* and the *Title IX Sexual Harassment Policy, 2.1.35*.
   ii. Concerning and disruptive behaviors involving students or faculty/staff/administrators. This can include but is not limited to concerns for mental health, disturbing comments or actions, threatening behavior, substance use, grief, food or housing insecurity, social withdrawal, or hostility.
      1. For a list of possible concerning or disruptive behaviors, please visit https://www.creighton.edu/safety/tell-someone

c. **When To Report:**
   i. For immediate health and safety concerns, Covered Individuals should call the Department of Public Safety (Omaha campus) at 402-280-2911 or Security (Phoenix campus) at 602-812-4990.
   ii. For non-emergency reports Covered Individuals should report concerns within 24-hours or within one (1) business day. Such non-emergency reports should be made to the offices described under (d).
d. Where To Report:
   i. Covered Individuals should utilize the online reporting forms available on the Tell Someone page [https://www.creighton.edu/safety/tell-someone](https://www.creighton.edu/safety/tell-someone).
   ii. Covered Individuals may also call the appropriate office directly:
       1. For incidents of Harassment, Discrimination, or Sexual Harassment contact the Office of Title IX and Civil Rights Compliance at 402-280-3189.
       2. For concerning behaviors involving students contact the Office of the Vice Provost for Student Life at 402-280-2775.
       3. For concerning behavior involving faculty and staff contact the Department of Human Resources at 402-280-2709.

3. CRIME REPORTING

a. Who Must Report:
   i. CSAs are required to report any alleged criminal activity reported to them relating to the University, its campuses or its community. Any alleged crimes reported to any of these individuals or offices are then forwarded to the Clery Compliance Officer (CCO) or other individual designated to collect such reports, such as the Title IX Coordinator. These reports will then be reviewed for their inclusion in the campus crime statistics. *For more information please see the Clery Act Compliance Policy.*
   ii. The CCO will identify and maintain a current list of all CSAs.

b. What Must Be Reported:
   i. CSAs must report any Clery Crimes, Violence Against Women’s Act (“VAWA”) crimes or crimes involving drug, alcohol, or weapons must be reported to the Clery Compliance Officer.
      1. Clery Crimes include murder, sexual assault, aggravated assault, robbery, burglary, vehicle theft, arson.
      2. VAWA crimes include domestic violence, dating violence, and stalking.
      3. Drug, alcohol, and weapons crimes include liquor law violations, drug law violations, and weapon law violations.
      4. For a complete list of reportable crime categories, please visit [https://www.creighton.edu/safety/tell-someone](https://www.creighton.edu/safety/tell-someone) and view the “Campus Security Authority Report Form.”

   c. When to Report:
      i. For immediate health and safety concerns, employees should call the Department of Public Safety (Omaha campus) at 402-280-2911 or Security (Phoenix campus) at 602-812-4990.
      ii. For non-emergency reports employees should report concerns within 24-hours or within one (1) business day. Such non-emergency reports should be made to the offices described under (d).
Policies and Procedures

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d. Where to Report:
i. CSAs should utilize the online reporting form https://www.creighton.edu/safety/tell-someone. The “Campus Security Authority Report Form” is located under “Forms for Trained Staff Members” on the Tell Someone page.

ADMINISTRATION AND INTERPRETATION

Questions about interpretation of this policy should be directed to the Executive Director of the Office of Title IX and Civil Rights Compliance or the Clery Compliance Office.

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time.