

Title IX: Mandated Reporting

**Jess Johnson Mills, M.A.
Assistant Dean of Student Affairs
Title IX Coordinator**

What is Title IX?

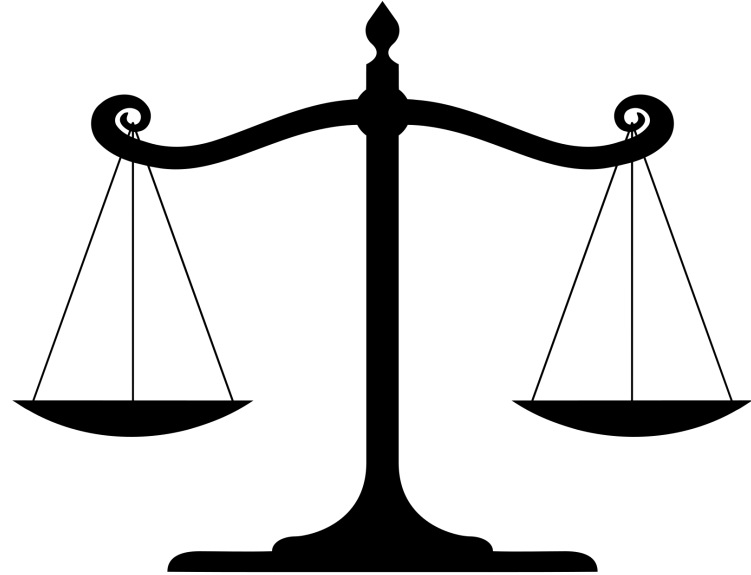
From the OCR website: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Two areas covered by Title IX:

- Sex discrimination (includes pregnancy and related conditions)
- Sex-based misconduct

Two resources:

- https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html
- <https://www.otis.edu/life-otis/student-support-services/student-affairs/handbook/title-ix/index.html>



The Clery Act

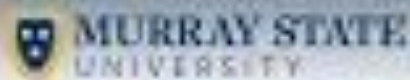
- **What it is:** Federal statute on how to report crime statistics that happen in and around an institution.
- **Why it's important:** Tied to eligibility to participate Title IV federal student aid programs; helps to keep communities safe and informed about crime happening in their area.





Campus Security Authority Training

What you need to know if you are a
CSA at Murray State



Excellence in Education

Campus Security Authority (CSA)

A person required to report crimes to the police, Title IX Coordinator, and/or Campus Safety



Who qualifies as a Campus Security Authority?

- Campus Safety
- Anyone that has responsibility for campus security but isn't part of the campus security department
- Anyone that people within the Otis community goes to to report crimes
- Anyone who has significant responsibility for student and campus activities



What do Campus Security Authorities do?

Pass on information utilizing the systems put in place (Title IX Reporting form, Bias Incident Reporting Form, email, phone call, in-person meeting).

For Title IX situations, CSAs should report the information to the Title IX Coordinator, Jess Johnson Mills, or by submit a Title IX reporting form.

For non-Title IX conduct cases, CSAs should report the information to the Conduct team via student conduct form.



Mandated Reporter / Responsible Employee

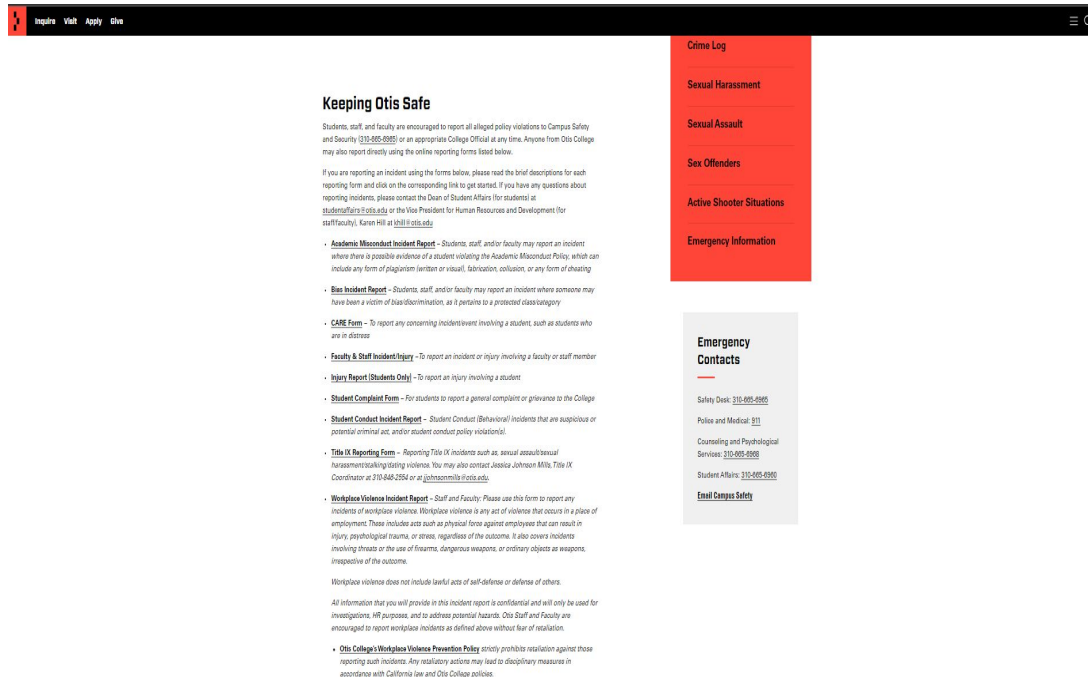
- **Who:** anyone who is not a confidential employee
 - Confidential employees: therapists, doctors, and nurses
- **Responsibility:** to report sex-based discrimination and misconduct
- **Who to report it to:** Title IX Coordinator
- **How to report it:** in person, phone, email, Title IX Reporting form

Should I make a verbal report? Or a written one?

You may file a report in a number of ways: in-person, by phone, by email, Incident Reporting forms

Incident Report forms:

<https://www.otis.edu/life-otis/campus-safety/emergencies-incidents/incident-reports.html>



The screenshot shows the top navigation bar with links: Inquire, Visit, Apply, Give. On the right is a search icon. Below the navigation bar is a red sidebar with a list of links: Crime Log, Sexual Harassment, Sexual Assault, Sex Offenders, Active Shooter Situations, and Emergency Information. The main content area is titled "Keeping Otis Safe" and contains several paragraphs of text and a list of incident reporting forms. The forms listed are: Academic Misconduct Incident Report, Bias Incident Report, CARE Form, Faculty & Staff Incident Injury, Injury Report (Students Only), Student Complaint Form, Student Conduct Incident Report, Title IX Reporting Form, and Workplace Violence Incident Report. Each form has a brief description of when it should be used. At the bottom of the page, there is a section for "Emergency Contacts" with a list of phone numbers for Safety Desk, Police and Medical, Counseling and Psychological Services, and Student Affairs.

Inquire Visit Apply Give

Crime Log

Sexual Harassment

Sexual Assault

Sex Offenders

Active Shooter Situations

Emergency Information

Keeping Otis Safe

Students, staff, and faculty are encouraged to report all alleged policy violations to Campus Safety and Security (310-495-4995) or an appropriate College Official at any time. Anyone from Otis College may also report directly using the online reporting forms listed below.

If you are reporting an incident using the forms below, please read the brief descriptions for each reporting form and click on the corresponding link to get started. If you have any questions about reporting incidents, please contact the Dean of Student Affairs (for students) at studentaffairs@otis.edu or the Vice President for Human Resources and Development (for staff/faculty), Karen Hill at khill@otis.edu.

- Academic Misconduct Incident Report** – Students, staff, and/or faculty may report an incident where there is possible evidence of a student violating the Academic Misconduct Policy, which can include any form of plagiarism (written or visual), fabrication, collusion, or any form of cheating.
- Bias Incident Report** – Students, staff, and/or faculty may report an incident where someone may have been a victim of bias/discrimination, as it pertains to a protected class/category.
- CARE Form** – To report any concerning incidents/event involving a student, such as students who are in distress.
- Faculty & Staff Incident Injury** – To report an incident or injury involving a faculty or staff member.
- Injury Report (Students Only)** – To report an injury involving a student.
- Student Complaint Form** – For students to report a general complaint or grievance to the College.
- Student Conduct Incident Report** – Student Conduct (Behavioral) incidents that are suspicious or potential criminal act, and/or student conduct policy violations.
- Title IX Reporting Form** – Reporting Title IX incidents such as, sexual assault/sexual harassment/stalking/stalking violence. You may also contact Jessica Johnson Mills, Title IX Coordinator at 310-440-2594 or at jjohnsmills@otis.edu.
- Workplace Violence Incident Report** – Staff and Faculty: Please use this form to report any incidents of workplace violence. Workplace violence is any act of violence that occurs in a place of employment. These include acts such as physical force against employees that can result in injury, psychological trauma, or stress, regardless of the outcome. It also covers incidents involving threats or the use of firearms, dangerous weapons, or ordinary objects as weapons, irrespective of the outcome.

Workplace violence does not include lawful acts of self-defense or defense of others.

All information that you will provide in this incident report is confidential and will only be used for investigations, HR purposes, and to address potential hazards. Otis Staff and Faculty are encouraged to report workplace incidents as defined above without fear of retaliation.

- Otis College's Workplace Violence Prevention Policy** strictly prohibits retaliation against those reporting such incidents. Any retaliatory actions may lead to disciplinary measures in accordance with California law and Otis College policies.

Emergency Contacts

Safety Desk: 310-495-4995

Police and Medical: 911

Counseling and Psychological Services: 310-495-4998

Student Affairs: 310-495-4990

Email Campus Safety

“Can this be confidential?”

- Short answer: No. It can be private but not confidential
- Here's what to do instead:
 - **Inform:** Let them know it's your obligation to report, but...
 - **Assure:** Private, not confidential
 - **Support:** Walk with them, call with them, stay with them



The Before, During, and After of Reporting

Before reporting: Let the person know you're a mandated reporter and CSA (if applicable) and what your duty to report is

During reporting: Include details about the who, what, where, when, and how of the situation. (You do not need to include the why.)

What to do after the report: provide resources (TIX Coordinator, reporting methods for the Complainant)

Incident Reports page:

<https://www.otis.edu/life-otis/campus-safety/emergencies-incidents/incident-reports.html>

What happens after I submit the report?

The Title IX Coordinator follows up with anyone that files a Title IX-based report

- Title IX reports that turn out to not be based on a Title IX incident
- Title IX reports with a conduct component
- Student's right to pursue formal grievance procedures (or not!)



Steps on Managing a Report or Referral

1. Get all the details (who, what, where, when, how)
2. Determine - does this have sex-based discrimination and/or sexual harassment/assault?
 - a. If yes, file a Title IX report
 - b. If no, file a Conduct Incident report (for students) or Incident/Injury report (for faculty + staff)
3. Reassure the person and provide contact information for the Title IX Coordinator

Report Example #1

Student came to my office this morning complaining about something that happened last night. This student said that someone touched him inappropriately. According to the student, this is someone he knows, and this is not the first time this has happened. Student also suspects that this is happening to other students.

Student wants to remain anonymous.

Questions

1. Does this report include all the pertinent information? (Think: who, what, where, when)
2. If you could add or change anything about how this report is written, what would it be?

Report Example #2

Student John Doe arrived at the Student Affairs office around 11:15 am on 10/4/24. John reported that he was touched by another student, Jane Doe, near his genitals, several times last night. This most recently occurred when the two were watching a movie with friends in the residence hall (RH 306). John also reported that this has happened before - at least once a week for the last few weeks, and usually in less public spaces, like residence hall rooms. John said that he has seen Jane touch other people in this same manner, or for female-identifying students, Jane has touched their breasts. John reported asking Jane to stop, but Jane has persisted in this behavior.

John stated that he would like to remain anonymous, but I did inform him that we would have to file a report. I also explained that all information is kept private and is only shared on a need-to-know basis. I provided contact information for the Title IX Coordinator and stayed with him while he called to schedule a meeting.

Questions

1. Does this report include all the pertinent information? (Think: who, what, where, when)
2. If you could add or change anything about how this report is written, what would it be?

Remember: you are a trusted individual!

If someone is coming to you to report a crime or incident, it means they trust you in some capacity. It is important to help point the person in the right direction, provide reassurance and care, and ensure that the report makes it to the appropriate people.

On-campus contacts

Jess Johnson Mills, M.A.
Assistant Dean of Student Affairs and Title IX Coordinator
jjohnsonmills@otis.edu | 310.846.2554

Nick Negrete, Ed.D
Vice President of Student Affairs
nnegrete@otis.edu | 310.665.6936

Helane Wilbourne, MBA SPHR
AVP, Human Resources & Development
hwilbourne@otis.edu | 310.665.6862

Karen Hill, MBA, SPHR
Vice President, Human Resources & Development
khill@otis.edu | 310.665.6910

Campus Safety
310.665.6965



Resources

On-campus:

- Otis College Title IX Policy:
<https://www.otis.edu/life-otis/student-support-services/student-affairs/handbook/title-ix/index.html>
- Incident Reports page:
<https://www.otis.edu/life-otis/campus-safety/emergencies-incidents/incident-reports.html>

Off-campus:

- Campus Security (per the Department of Education): <https://www2.ed.gov/admins/lead/safety/campus.html>
- Title IX and Sex Discrimination (per the Department of Education):
https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html
- Rape Treatment Center: <https://www.uclahealth.org/medical-services/rtc>
- Clery Center: <https://www.clerycenter.org/the-clery-act>
- [California Department of Education Child Abuse Identification and Reporting Guidelines](#)