

REPORTING RESPONSIBILITIES

REPORTING DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

Anyone who has witnessed or is aware of any form of Discrimination, Harassment, or Sexual Misconduct (which includes Dating Violence, Domestic Violence, Sexual Assault, Stalking, and Hate Crimes) occurring in Davis & Elkins College's Program or Activities or impacting a College Program or Activity is strongly encouraged to report any concern to the Coordinator.

WHO IS REQUIRED TO REPORT?

Reports may be made to the Title IX Coordinator in person, by mail, electronic mail, by phone, or online at: <https://dewv.guardianconduct.com/>.

ALL employees are REQUIRED to report known or suspected incidents of Discrimination, Harassment, and Sexual Misconduct to the Title IX Coordinator:

Amy Kittle
Title IX Coordinator
Liberal Arts Hall, Room 209
304-621-1316
kittleamy@dewv.edu
<https://dewv.guardianconduct.com/>



Once a report is received, the Title IX Coordinator will reach out and provide support, resources, and information about rights and options to the person who may have experienced misconduct. The person receiving this outreach can choose whether or not to engage with Title IX Coordinator.



REPORTING OTHER CLERY CRIMES

(HOMICIDE, ROBBERY, ASSAULT, BURGLARY, MOTOR VEHICLE THEFT, ARSON, LIQUOR AND DRUG VIOLATIONS, ILLEGAL WEAPONS)

Anyone who has witnessed or is aware of any crime is strongly encouraged to report any concern to the Director of Public Safety.

While Dating Violence, Domestic Violence, Sexual Assault, Stalking and Hate Crimes are considered Clery crimes, they are to be reported to the Title IX Coordinator.

WHO IS REQUIRED TO REPORT?

Campus Security Authorities, which include Vice Presidents, Department/Division Chairs, Directors, Coaches, any employee in a supervisory or management role, faculty members who are responsible for activities that include direct contact with students outside of the classroom, public safety staff, any employee who offers academic advice, and all Student Affairs Staff are REQUIRED to report crimes to the Office of Public Safety.

Casey Kopp, Director of Public Safety
Gate House
304-637-1610
koppc@dewv.edu
<https://dewv.guardianconduct.com/>
Public Safety Office Phone: 304-704-9111



REPORTING CHILD ABUSE AND NEGLECT

WHO IS REQUIRED TO REPORT?

All College employees are considered mandatory reporters and are REQUIRED to report known and suspected incidents of child abuse and neglect to the West Virginia Department of Health and Human Resources by contacting the Child Abuse and Neglect Hotline (1-800-352-6513), seven days a week, 24 hours a day.

Reports can also be made to the West Virginia State Police Crimes Against Children Unit at 304-293-6400 or the Randolph County Detachment at 304-637-0203.

If incident occurred at or was disclosed during a College program or activity or on the College's premises, you must also notify the Title IX Coordinator. The Title IX Coordinator can also assist in notifying law enforcement and/or the West Virginia Department of Health and Human Resources.

RESPONDING TO DISCLOSURES

OF A CRIME OR MISCONDUCT

If physical harm is imminent and safety cannot be reasonably assured, please call 911. The Office of Public Safety can assist you in making this determination.

Please do not promise complete confidentiality while assuring them their privacy will be respected. Be kind and supportive and let them know you will be making a report to the appropriate office. Encourage the person to engage in self care which can include seeking medical attention and mental health care.

Listen to what they have to say, but remember you are *not* conducting an investigation. Avoid asking questions; you are only required to report what was shared with you. If you have questions or concerns about what is being shared with you, please address those directly with the Title IX Coordinator or Director of Public Safety.

OF A PREGNANCY OR DISABILITY

If the person making the disclosure is a student, please refer them to the Director of the Naylor Center to ensure they have the opportunity to receive accommodations and support.

If the person is an employee, please refer them to the Director of Human Resources.

All employees are required to provide to any person making a disclosure of pregnancy or pregnancy related condition the Title IX Coordinator's contact information, the location of the pregnancy policy, and communicate that the Director of the Naylor Learning Center or Director of Human Resources can help provide specific modifications and/or accommodations to ensure equal access to Davis and Elkins' programs and activities.



CONFIDENTIAL RESOURCES

Resources are available for those wishing to discuss incidents and issues related to discrimination, harassment, and sexual misconduct on a confidential basis. Confidential resources will not disclose incidents to anyone including law enforcement and the Title IX Office, except in very limited situations when a failure to disclose the information would result in imminent danger to the person or to others. Additionally, under West Virginia State law all incidents of known or suspected child abuse are required to be reported. Confidential Resources can provide those harmed by discrimination, harassment, and sexual misconduct with information about support services and other reporting options.

Tanner Capps, College Chaplain
Liberal Arts Hall, Room 210: (304) 637-1222
cappstf@dewv.edu

Chanda Collette, Student Ombudsperson
Campus Location: Halliehurst (304) 637-1429
collettec@dewv.edu

Community Care of West Virginia (CCWV)
School Based Health Center
Campus Location: Robert C. Byrd Center
(304) 473-5626

The providers at CCWV can provide treatment for injuries and for potential exposure to sexually transmitted diseases. They also provide emergency contraception and other health services. They can assist in preserving evidence or documenting any injuries, including by helping find a Sexual Assault Nurse Examiner, who is specifically trained to collect evidence. Taking these steps promptly after an incident of sexual assault can be very helpful in later criminal proceedings and/or in seeking a protective order. Professionals at CCWV are obligated to maintain confidentiality and not report an individual's identity to the College.

Under West Virginia law, a medical provider may be required to notify law enforcement of a reported sexual assault involving minors and/or weapons. The individual, however, may decline to speak with a law enforcement officer or participate in a criminal prosecution.

Some Confidential Resources may be required to report non-identifying information to the Director of Public Safety for Clery Act crime reporting purposes and may be required to release certain information under legal action or a court order. Please clarify the scope of confidentiality with the Confidential Employee before disclosing information to them.