

MANDATED REPORTING AT DREXEL UNIVERSITY

RESOURCES AND SUPPORT FOR MANDATED REPORTERS

KNOWING HOW TO RESPOND

Drexel University derives strength from the varying identities and experiences of the individuals who make up our community. We also recognize that forms of discrimination, harassment, bias, sexual misconduct, and sexual violence impacts our community across these identities and experiences. Hate and violence crosses all demographic boundaries, and it can seem like a daunting task to make change in our society regarding such a prolific and broad problem. As a university, Drexel has joined the conversation and is looking forward to being a part of the change.

According to Drexel University's EIC-1 Policy ("Discrimination, Harassment and Bias Incident Prevention Policy"), the University prohibits any form of discrimination, harassment or bias based on any federally-designated protected category. According to Drexel University's EIC-3 Policy ("Sexual Harassment and Misconduct Policy"), in accordance with the Title IX legal mandate, the University prohibits sexual- and gender-based harassment and misconduct in any form. The University adheres to all federal, state, and local requirements for intervention, crime reporting, and privacy provisions related to sexual misconduct.

Every member of the faculty, administration, and professional staff of Drexel University who is responsible for student or patient welfare is obligated to immediately report any incident of, but not limited to, discrimination, harassment, bias, intimate partner

violence, stalking, sexual assault, sexual violence, rape or other forcible sexual offense against any member of the University community upon learning of the incident as a University-designated Mandated Reporter.

Retaliation in any form is not tolerated against an individual who makes a report with the University or participates in an investigation of any such report. Even when the individual requests confidentiality or asks that the incident not be escalated, the employee has a responsibility to report it, as well as the name(s) of the individual who disclosed and all individuals named as part of the disclosure.

RESPONDING TO DISCLOSURES – SENSITIVELY AND APPROPRIATELY

When a student chooses to disclose sensitive information to you, they have made the difficult choice to confide in someone they trust.

KNOW WHAT TO SAY AND DO

- Explain that you are obligated to share any information they are about to share with the Office for Institutional Equity and Inclusive Culture (EIC), but you will maintain their privacy.
 - Example: “While I will keep the information you tell me private, I am not a confidential resource. I have an obligation to bring certain matters to EIC, but you do not have to feel pressured to respond to them. We want you to have resources, should you choose to use them, and feel supported.”
 - Example: “Thank you for coming to me. Before we continue, I want to let you know that I am a mandated reporter for the University, which means anything you discuss with me past this point will be brought to EIC. We have mandated reporters so that people who may need help get the support and resources they may need. Our priority is helping you. I am here and ready

to listen if you’d like to share. Otherwise I’m also happy to give you information and resources so that you can speak with someone confidentially.”

- Listen without interruption; use nonverbal actions like nodding your head to signal that you are still listening, even if you’re not speaking.
- Be comfortable with expressions of emotion, verbally and nonverbally.
 - Example: “I’m sorry you’re going through this.” or “This sounds like a difficult situation to discuss; please take your time.”
- Acknowledge their courage in sharing.
 - Example: “I can only imagine it was not easy to share your experience” or “You have been courageous throughout this ordeal.”

KNOW WHAT NOT TO SAY AND DO

- Do not ask why or judge their actions.
 - Example: “Why would you bring up that subject?” or “How did you get to the point of...”
- Avoid telling them what to do.
 - Example: “We should talk to the police about this.” or “You need to tell your family.”
- Do not minimize what they are experiencing or feeling.
 - Example: “At least it’s not...” or “You shouldn’t feel that way.”
- If you are a faculty member, find out what they need to still be successful in your class. If you are a supervisor for a student employee, find out what they need to still be successful in carrying out their responsibilities.

- What support systems can you provide for the student to help them be successful?
- How will you ensure their privacy while providing that support?

As a mandated reporter, it is your responsibility to listen, provide resources, and report everything you know about the incident as it was told to you. It is not your responsibility to determine a guilty party, involve more people than necessary, talk to someone else the student may have mentioned, or make decisions on behalf of the student.

MAKING A REPORT

There can often be feelings of uncertainty or even guilt when beginning the process of writing a report. As a mandated reporter, you have a legal obligation to report, but it can be difficult to share sensitive information about a student who has placed trust in you. The student could be grappling with things like indecision, anxiety, depression, and fear; they may not know what they need, what they want, or what the next step is for them. In reporting, whether you realize it or not, you are helping the student find what they need to move forward, to get the help they need, to be successful, to feel confident, and to feel secure in a space where that security was once questioned. If you are

experiencing feelings of guilt or anxiety while reporting, you are encouraged to reach out to EIC to learn more about the process or speak with a confidential resource via SupportLine (through the Employee Assistance Program).



TO REPORT THE INCIDENT, USE ONE OF THESE METHODS:

- Make a report using the Incident Reporting form (fastest and most secure delivery of information; preferred method)



- Email the Office at EIC@drexel.edu
- Office Hours, in person or virtual: Monday-Friday from 10 a.m.-4 p.m. EIC is located on the first floor of the Academic Building at 33rd and Arch streets.

We understand that you may have a vested interest in the outcome of the situation, but you will not be contacted or updated after the report is made unless additional information or clarification is required from our office. Our office takes privacy very seriously and only shares information on a need-to-know basis. You are welcome to email the office directly if you have additional concerns or questions about the process, but understand that information provided will be limited, if at all.

In most cases, EIC does not have a need to share information with a mandated reporter, including the status of a given matter reported to EIC. Following a report submitted by a mandated reporter, EIC makes every effort to reach out to impacted individuals. Whether a student speaks with EIC or not is their choice. You can be assured that once you submit a report, our office makes every effort to contact impacted student(s) and work with them through any process.

After a report is made, the Title IX & EEO Coordinator is informed and oversees the process. The student has contact with EIC about their options for formal reporting procedures and available medical, counseling, academic, legal, and housing resources. When a report is made, under most circumstances, a student maintains agency and autonomy in choosing how to proceed. As previously stated, EIC makes every effort to contact the impacted

student(s), but students have the option not to engage with EIC once they are contacted. Procedural options following the report may include informal, remedies-based resolutions or formal, sanctions-based resolutions. The University balances an individual's expressed preferences with its obligation to provide for campus safety and the requirements of any legal regulations.

RESOURCES (PRIVATE) AND SUPPORT

After the student has disclosed, it's important to remind them that support is available and that you're able to refer them appropriately. Depending on the student's needs or wants, you can offer the following resources:

DEPARTMENT OF PUBLIC SAFETY

3201 Arch Street, Suite 350
215.895.1550

DREXEL UNIVERSITY POLICE DEPARTMENT

3219 Arch Street
215.895.2222

AMY SPILLER, VICTIM SERVICES COORDINATOR

Drexel University Public Safety
3201 Arch Street, Suite 350
215.895.6921
als528@drexel.edu



ALISON DOUGHERTY, TITLE IX & EEO COORDINATOR

James E. Marks
Intercultural Center (JEMIC)
3225 Arch Street, Suite 011 215.571.3604
ad3974@drexel.edu

STUDENT CENTERS AND ENGAGEMENT

Rush Building, 3rd floor
dbs@drexel.edu



RESOURCES (CONFIDENTIAL) AND SUPPORT

Before fully disclosing, a student may share that they're unsure if they want this information shared with anyone else. You should let the student know that you are there to listen but explain your role as a mandated reporter, reminding them that you have an obligation to report.

For example, "Before you continue, I want to make sure that you understand the difference between confidentiality and privacy so that I can be most helpful to you in this situation." If the student prefers to speak with someone else, the following confidential resources are available:

UNIVERSITY CITY CAMPUS

COUNSELING CENTER

Creese Student Center, Suite 201
General: 215.895.1415
Crisis Line: 215.416.3337

SPIRITUAL & RELIGIOUS LIFE

James E. Marks Intercultural Center (JEMIC)
3225 Arch Street, Suite 013
inclusion@drexel.edu



DREXEL STUDENT HEALTH CENTER

University City Science Center, Suite 105B
215.220.4700

OFF CAMPUS & ONLINE

PHILADELPHIA SEXUAL ASSAULT RESPONSE CENTER (PSARC)

Forensic and Medical Evaluations
300 E. Hunting Park Avenue
Philadelphia, PA 19124
Non-emergency phone:
215.800.1589
Emergency, on-call sexual
assault nurse examiner
(SANE): 215.425.1625



RAINN (RAPE, ABUSE AND INCEST NATIONAL NETWORK)

National Sexual Assault Hotline
and Online Chat
Hotline: 1.800.656.HOPE



PHILADELPHIA CENTER AGAINST SEXUAL VIOLENCE (WOAR)

Philadelphia Sexual Assault Hotline
and Rape Crisis Center
1617 JFK Boulevard, Suite 1100
Philadelphia, PA 19103
Office: 215.985.3315
Hotline: 215.985.3333
Email: info@woar.org



MAZZONI CENTER

LGBTQ+ -focused Health
and Wellness Services
1348 Bainbridge Street
Philadelphia, PA 19147
Main: 215.563.0652
Health Center: 215.563.0658
Legal: 215.563.0657



WOMEN AGAINST ABUSE

Services for Survivors of Intimate Partner Violence and
Community Education
100 South Broad Street, Suite 1341
Philadelphia, PA 19110
215.386.1280
24-hour Hotline:
1.866.723.3014



WOMEN'S LAW PROJECT

125 S. 9th Street, Suite 300
Philadelphia, PA 19107
215.928.9801
Email:
info@womenslawproject.org



1IN6

Resources and Support
for Men; Confidential,
Anonymous, Weekly
Support Groupchats



COURDEA*

Assessment and Treatment for
Individuals Who Commit
Intimate Partner Violence
215.242.2235
office@courdea.org

**Treatment is confidential*



MALESURVIVOR

Support and Education
for Men



BROACHING THE SUBJECT WITH YOUR COLLEAGUES

We recognize that, for some of you, while most of your time is spent in the classroom or otherwise working with students, you also have constant interactions with supervisors, department heads, and colleagues around the University. Helping or confronting our peers can often be just as, or even more difficult,

than working with students in this way. We would like to provide some additional talking points and guidance should you find yourself in situations where a colleague may need help or where you feel a colleague's behavior is, or could be, problematic.

HELPING A COLLEAGUE

Discrimination, harassment, bias, or sexual misconduct can be brought up solely as the basis of the conversation, but it can sometimes find its way into a casual, unrelated conversation or present itself in nonverbal, changed behavior. If it is not shared outright, some common signs of distress could be:

- Significant and ongoing difficulty concentrating on work tasks or meeting deadlines.

- Avoiding common areas and interaction with certain colleagues.
- Being repeatedly absent or late to work or meetings.
- Receiving phone calls and/or emails that result in an employee being distracted or upset.

Individuals experiencing any sort of hate or violence, in the workplace or elsewhere, may exhibit one or more signs, or none at all. Not showing any visible signs of distress does not diminish the veracity or severity of their experiences. If you notice these signs:

DO

- Approach your colleague and share that you've noticed that something may be bothering them; ask if they'd like to talk.
- Ask them what they need. Maybe it's for you to be an ally and accompany them to a supervisor, Human Resources, or the Office for Institutional Equity and Inclusive Culture,

or just to continue the conversation and help them address the impact of the harassment on their well-being or work.

- Remind them that help is available through EIC or the Employee Assistance Program.

DO NOT

- Ask what they did to cause the discrimination or violence; someone else's abuse of power is not your colleague's fault.
- Ask "What's wrong with you?" or "Why are you so distracted?" Consider instead, "Would you like to talk?" or "Do you need help?"

- Make your colleague feel like they must do something or imply that their changed behavior can get them into trouble.

If a colleague confides in you about the specific circumstance or concern, you can support them in the same way you may support any student — know what to say and what not to say. Although it may seem out of place given the working or professional relationship, it's important to still remind your colleague that you're obligated to make a report to the Office for Institutional Equity and Inclusive Culture.



DREXEL UNIVERSITY

Office for

Institutional Equity and Inclusive Culture

Contact

Phone: 215.895.1405

Fax: 215.895.1268

Email: eic@drexel.edu

Visit

James E. Marks Intercultural Center

3225 Arch Street, Suite 011

Philadelphia, PA 19104