

# Employee Reporting Responsibilities

TITLE IX for Responsible Employees (RE) and Clery Campus Security Authorities (CSA)

## What is your role

in assisting students who are victims of crimes including sexual assault, sexual harassment, dating violence, domestic violence and stalking?



## Concerns involving real or perceived

discrimination, harassment, sexual misconduct, sexual assault, violence, stalking and retaliation **must be reported!**

### Responsible Employees (RE)

### Clery Campus Security Authorities (CSA)

#### WHAT IS YOUR ROLE?

**All OLLU Employees**  
*(except counselors or clergy acting in their professional capacity, and OLLUcares employees who are not required to report Title IX incidents)*

- 1. University Police and anyone acting with security role on campus.**
- 2. Officials with significant responsibility for student and campus activities**
- 3. Resident Assistants**

#### WHAT TO REPORT?

Any type of incident that involves gender or sex based discrimination and/or sexual harassment, sexual assault, dating violence, domestic violence or stalking

**Clery Crimes:** Murder (including nonnegligent and negligent manslaughter) • Sex offenses (forcible/nonforcible, domestic violence, dating violence and stalking) • Robbery • Aggravated assault • Burglary • Motor vehicle theft • Arson • Arrest • Hate crimes

#### HOW?

**Call 210-431-6552 or email [titleix@ollusa.edu](mailto:titleix@ollusa.edu)**, the Title IX coordinator or a deputy listed on the website or report online at: [www.ollusa.edu/titleix](http://www.ollusa.edu/titleix)

Send a CSA reporting form to the OLLU Police Department. (Forms available in the portal), Call 210-431-4022 or email [police@ollusa.edu](mailto:police@ollusa.edu)