

REPORTING INFORMATION

When do you have to report something? What if you see or hear something or someone (a friend, coworker, or other person) reports something to you related to harassment, threatening behavior, or an inappropriate relationship? Who do you report it to? What do you report?

EMERGENCIES

Assess the situation. If you or someone else is facing an emergency situation, contact the police at **801-626-6460** or **911**. The person's health and safety should be your primary concern. Weber State Police are available to respond 24/7 to all campuses.

DISCRIMINATORY HARASSMENT/SEXUAL MISCONDUCT

All WSU faculty, staff (including hourly employees), and administrators are required to report discrimination and discriminatory harassment based on **protected class status***, including sexual harassment (sexual assault, rape, domestic/ dating violence, stalking, etc.) to the AA/EO Office (Title IX Coordinator), with the exception of the Counseling & Psychological Services Center, Student Health Center, and Women's Center/ Safe@Weber Advocacy Services. If someone comes to you or you see something you believe raises concerns about these kinds of issues, contact the AA/EO Office at aa-eo@weber.edu, **801-626-6240**, or through our [contact form](#). See [PPM 3-32](#) for more information.

CAMPUS SECURITY AUTHORITIES

Many faculty, staff (including hourly employees), and administrators are designated Campus Security Authorities and who are required to report **Clery Act Crimes**** to the WSU Police Department, including people who have significant responsibility for students. See the [police department website](#) for further information about Campus Security Authority reporting. If you don't know if you are a Campus Security Authority, contact the WSU Police Department at wsupd@weber.edu. See [PPM 5-36a](#) for more information.

AMOROUS OR SEXUAL RELATIONSHIPS

All WSU faculty, staff (including hourly employees), and administrators are also required to report amorous or sexual relationships, even consenting relationships, between a person in a position of authority or trust over another person, to the AA/ EO office. Relationships between individuals where there is an imbalance of power need to be addressed as described in [PPM 3-32a](#) and [PPM 9-5](#). And remember; no sexting! If someone comes to you or you see something you believe raises concerns about these kinds of issues, contact the AA/EO Office at aa-eo@weber.edu or **801-626-6240**.

OTHER REPORTING REQUIREMENTS

Other laws have mandatory reporting requirements such as in cases of abuse, neglect, and/or exploitation of minors or vulnerable adults. For information about minors on campus rules, please contact Risk Management at risk@weber.edu or **801-626-6832**, or the Department of Public Safety at **801-626-6460**.

*Protected Classes

- » Race/Color
- » National Origin
- » Sex
- » Sexual Orientation
- » Gender Identity/Expression
- » Disability
- » Pregnancy
- » Genetics
- » Age
- » Religion
- » Veteran/Military Status

**Clery Act Crimes

- » Sexual Assault (rape, fondling, incest, statutory rape)
- » Stalking
- » Robbery
- » Hate crimes (larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property)
- » Dating Violence
- » Motor Vehicle Theft
- » Domestic Violence
- » Homicide
- » Aggravated Assault
- » Arson



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What do I do if someone tells me something I think I need to report and I'm worried they told me confidentially?

Inform the person of your duties to report, interrupting their disclosure if necessary.

One suggested way to tell them you need to report is "I am required to connect you to the Office of Affirmative Action and Equal Opportunity who will meet with you to help you take care of your own personal safety and physical and emotional well-being, direct you to resources, and explain your options if you want the university to take action." You can tell the person that "The Office of AA/EO will keep your information private, to the greatest extent possible, and will only share it with those who 'need to know.' You have the right to choose to whom you will speak, what resources you will use, what you will say, and when you will say it."

Inform them that it is their right to an educational and work experience free from harassment and violence, and that it is a violation of university policy to retaliate against a student or employee because they raised allegations of discriminatory harassment, including sexual misconduct.

Let the person know that reporting to the WSU Police Department is beneficial to take action which may prevent further victimization, to preserve and collect physical evidence, to see justice for the wrong that has been done, to have the incident recorded for the purposes of reporting crime statistics on campus, and for issuing an emergency notification or timely warning to warn the campus community of an impending threat to their safety.

*For more information about how to support victims/survivors, including information on confidential resources on campus such as **Safe@Weber Advocacy Services**, please visit [Where to Get Help](#) on the **Safe@Weber** website.*

IF YOU'RE NOT SURE, ASK!

For more information see the [Safe@Weber website](#), including contact information for various offices to assist. In addition to reporting information, the Safe@Weber website provides information about campus safety, where to get help, consent, red flags, bystander intervention, etc. For a comparison of reporting requirements for Title IX, PPM 3-32 and Clery, [click here](#).

FOR ADDITIONAL TRAINING

Check out the [Training & Resources](#) section of the Safe@Weber website. Here you will find information on online training courses, Training Tracker options and student workshops. You can also email aa-eo@weber.edu, wsupd@weber.edu and/or safeatweber@weber.edu with specific training requests.