

## Duty to Report

As an employee of Sonoma State University and the CSU system, you are a Responsible Employee (except as provided below). Responsible Employees have a [duty to report](#) any instances of the following [prohibited conduct](#) that they know of or have reason to know of i.e.:

- Sexual Harassment;
- Sexual Misconduct;
- Dating or Domestic Violence;
- Stalking;
- Harassment and Discrimination based on protected statuses; and
- Retaliation

The Responsible Employee obligation requires reporting of *all information available*, including the names of the individuals involved (e.g., the person targeted and the person accused of misconduct) to the Title IX Coordinator/DHR Administrator in the Office for the Prevention of Harassment and Discrimination ([OPHD](#)).

In practice, Responsible Employees can report by:

- Utilizing the OPHD's [online reporting form](#) (preferred)
- Emailing [ophd@sonoma.edu](mailto:ophd@sonoma.edu)
- Visiting a staff member in OPHD's office (International Hall, 2nd floor), or
- Calling OPHD's general phone line (707) 664-4140

## Is Anyone NOT a Responsible Employee?

There are few [employees who do not have a duty to report](#) to the Title IX Coordinator/DHR Administrator such as those employed as professional licensed counselors, confidential advocates, and physicians.

## Why am I a Responsible Employee?

The Responsible Employee role emanates from Title IX guidance and university policy. The idea behind the designation is that members of a campus community who have experienced harm have the right to expect the University to take prompt and appropriate steps to provide support and respond according to applicable policy requirements. When Responsible Employees report incidents of prohibited conduct that they witness, or that are disclosed to them, the institution can effectively deliver a prompt, appropriate response. The designation is assigned broadly to staff so that information can be shared quickly, and to avoid sharing potentially sensitive, private information too broadly. Responsible Employees have to report information even in cases where a person has asked for a disclosure to be kept confidential or anonymous. OPHD can work with the person to maintain as much privacy as possible under our policy and the law.

## As a Responsible Employee, what exactly do I report to the Title IX Coordinator/DHR Administrator?

It's important to remember that the Responsible Employee designation does not mean you are an investigator or intake specialist. It's also critical to ensure those who disclose potential policy violations to you understand that **you are not a confidential employee** and that you are required to forward all information disclosed to you, to OPHD. Finally, in situations where you

receive disclosures of prohibited conduct, you should remind individuals that there are personal support services available on campus, and particularly, resources where they can share information in a confidential setting (i.e., where it will not be shared with OPHD, and immediate action taken). Those resources are the campus [Confidential Advocate](#) and Counseling and Psychological Services ([CAPS](#)).

### **What happens after I forward information to OPHD?**

OPHD examines the information reported, and may follow up with the Responsible Employee to ensure that what has been forwarded is clear. OPHD contacts the person targeted by reported prohibited conduct, and reiterates personal support resources and outlines options for resolving complaints under CSU policy, including the availability of interim protective measures, e.g., no-contact directives, class changes, alternative campus housing. Complaints can be resolved via formal investigations or early resolution strategies, depending on the specific allegations.

A person can choose to move forward with a complaint resolution process with OPHD, or decide not to do so. In very rare instances where OPHD may be obligated to move forward with an administrative resolution where there is a greater threat to campus safety. More information on options and processes for resolving complaints of discrimination, harassment and sexual misconduct can be found in the [Interim CSU Policy](#).

It's important to note that OPHD cannot update Responsible Employees after they have forwarded information. Student privacy laws and policies prevent sharing any subsequent information, even including whether or not a student is working with OPHD staff on a resolution.