

## TITLE IX MANDATORY REPORTER GUIDE



### TITLE IX COORDINATOR

Liz Towle  
etowle@mcDaniel.edu  
(410) 857-2205

Office located on ground level of  
Thompson Hall, near the Human  
Resources Office

### McDANIEL COLLEGE MANDATORY REPORTERS

Department of Campus Safety  
(Phone: 410-857-2202; Text:  
443-821-1272)

Any member of the Human  
Resources Department  
(410-857-2229)

Any Vice President, Associate Vice  
President, Dean, Provost, Associate  
Provost, or Associate Dean

Any member of the Campus Life  
Staff who is not a Wellness Center  
Counselor

Any employee with supervisory  
responsibilities

Student leaders including, resident  
assistants, peer mentors, Step  
Ahead mentors, Edge mentors, and  
McDaniel Local Leaders

### WHAT IS A MANDATORY REPORTER?

A mandatory reporter is a College employee who is required to report incidents or allegations of unwelcome sexual conduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

### WHAT DOES A MANDATORY REPORTER DO WHEN THEY HEAR ABOUT AN INCIDENT OF SEXUAL HARASSMENT?

All McDaniel College mandatory reporters who are notified about conduct that could constitute sexual harassment are required to report it to the Title IX Coordinator as soon as possible. It does not matter how the mandatory reporter becomes aware of the information – shared by the person who experienced the harassment, the perpetrator, a third party or overheard; in person, via email or some other medium.

### WHAT DOES A MANDATORY REPORTER DO IF SOMEONE WANTS TO REMAIN CONFIDENTIAL?

If the victim would like to share details about the incident but also requests to maintain confidentiality, a mandatory reporter must inform that person that they have to share the report with the Title IX Coordinator. The mandatory reporter should inform the individual of the confidential resources available who can maintain their confidentiality.

Confidential Campus Resources for Full Time Students: McDaniel College  
Wellness Center (located in Winslow Center): 410-857-2243.

Confidential Resource for Employees: Employee Assistance Program  
(EAP) Business Health Services (BHS): 1-800-327-2251

### WHAT INFORMATION IS A MANDATORY REPORTER REQUIRED TO SHARE?

Share the following with the Title IX Coordinator as soon as possible:

- Names of those involved including impacted party, alleged perpetrator(s) and witnesses;
- An overview of what occurred;
- The date, time and location of the incident; and
- If the individual is requesting confidentiality.

To the greatest extent possible, the information will only be shared with those involved in the response and addressing the situation.

**The Wellness Center is the confidential resource for full-time  
McDaniel students.**

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### DOES REPORTING AN INCIDENT INITIATE AN INVESTIGATION?

Once aware of an incident, the Title IX Coordinator will reach out to the individual to ensure they are safe, offer support and resources, and inform them of their options. They are not required to share any information about what happened or meet with the Title IX Coordinator.

It is the individual's choice whether to make a report with the College or a criminal complaint with a local law enforcement agency.

Although rare, there are times when the College may not be able to honor the individual's request for confidentiality and may have to initiate an investigation.

### WHAT TO DO IF SOMEONE DISCLOSES TO YOU

#### LISTEN

Listen actively and respectfully. It isn't necessary for you to inquire about details or push for more information.

#### SUPPORT

You may be the first person someone is disclosing to. Thank them for sharing and express empathy. "I am sorry you're going through this."

#### INFORM

Tell them that the Title IX Coordinator will be reaching out and inviting them to schedule a meeting. Talking with the Title IX Coordinator doesn't mean they have to make a formal complaint. The meeting is to provide resources and review available options.

"I want to let you know that my role at the college requires me to share certain information with the Title IX Coordinator. The Title IX Coordinator may reach out to you to provide resources and review available options, but this in no way requires you to file a formal complaint."

#### REFER

Assure them that their safety is important to us, and they have the right to make a report. Remind them of your responsibility to share this information with the Title IX Coordinator to ensure they receive support.

For students, the Wellness Center offers confidential support resources such as counseling, information about the reporting options, safety planning, and supportive measures. There is a list of confidential resources on the Title IX website for students and college employees. A link to the site is located at the bottom of the College homepage.

#### REPORT

Report their disclosure and all the information you know to the Title IX Coordinator via email. Share the report even if you believe a report has already been made. The more quickly you make the report, the more quickly that a community member can be connected to on and off campus resources.

**To report an incident, contact the Title IX Coordinator.**