

# Office for Institutional Equity

## Checklist and Reminders for Mandated Reporters

Please follow this guideline for having a conversation with someone who has disclosed:

- Sexual Misconduct (including sexual violence, stalking, and intimate partner violence)
- Discriminatory Harassment, Bias, and Retaliation (based on protected class)

### Mandated Reporter Requirements

**If you sense a report is coming, let the student know that you are a mandatory reporter:**

Goal: Is to provide support during your conversation while maintaining privacy to the extent possible; You must report the above qualifying disclosures to the Office for Institutional Equity (OIE). (A report to OIE will ensure the impacted party receives all possible information about resources and resolution options)

1. Inform the person that you are a mandatory reporter and must report any knowledge of Discriminatory Harassment and/or Sexual Misconduct to OIE; Assure them that it will be their choice if they want to proceed with communication with OIE, an investigation, or other processes or supportive measures available.
2. Let them know that after your report is submitted, they will receive communication from OIE. (They should check email and messages for communication)
3. Note: OIE is protective of individual's privacy. After a report, you will likely not receive any further outreach or updates.

### Informing the OIE Office/Reporting Tips

**As a Mandated Reporter you may submit the report at the following site:**

<https://www.mines.edu/institutional-equity-title-ix/reporting/>

1. Include names of Reporting Party(s), Responding Party(s), and witnesses, if able;
2. Include location, date, and time of incident, even if it is general information;
3. Include details that have been acquired;
4. Include information gathered (or not gathered) during conversation about any concerns they have for safety; preferred reporting option(s); interest in getting medical care; interest in counseling; etc.;
5. If there are any known safety concerns, please ensure you include them in your report.

### Confidential and Non-Confidential Campus Supports and Resources

**Share available resources with the reporting party.**

1. Share on campus Confidential Resources;
  - SHAPE Office - 303.273.3781 - [confidentialresource@mines.edu](mailto:confidentialresource@mines.edu)
  - Counseling Center - 303.273.3377 - [counseling@mines.edu](mailto:counseling@mines.edu)
  - Student Health - Student Health - [shc@mines.edu](mailto:shc@mines.edu)
2. Share on campus Non-Confidential Resources;
  - Office for Institutional Equity – 303.273.3260 - [OIE@mines.edu](mailto:OIE@mines.edu)
  - Mines Police Department – 303.273.3333 - [www.mines.edu/campus-safety](http://www.mines.edu/campus-safety)

- SOS Student Outreach and Support - [www.mines.edu/student-life/student-outreach-and-support](http://www.mines.edu/student-life/student-outreach-and-support)
- Student Emergency Fund - [www.mines.edu/student-life/student-outreach-and-support/applysef](http://www.mines.edu/student-life/student-outreach-and-support/applysef)
- Crisis Assessment Responses and Education - [www.mines.edu/student-life/care](http://www.mines.edu/student-life/care)
- [CARE@mines.edu](mailto:CARE@mines.edu)
- MEP - 303.273.3021 - <https://mep.mines.edu>
- CASA - [casa@mines.edu](mailto:casa@mines.edu)
- Office of Community Standards - [www.mines.edu/student-life/community-standards](http://www.mines.edu/student-life/community-standards)
- Human Resources - 303-273-3250 - [www.mines.edu/human-resources](http://www.mines.edu/human-resources)

3. Share off-campus resources, including Medical, Advocacy, and Police

- Blue Bench; English: 303.322.7273 - Spanish: 303.329.0031
- Golden Police 303.384.8045 (for incidents that take place in the city of Golden)
- RAAIN - National Sexual Assault Hotline: 800.656.4673
- St. Anthony's Hospital (forensic/SANE exam) 303-430-2468

### **Having the Conversation**

Every situation and every person is different. All of these talking points may not be applicable for every situation. Additionally, the talking points do not need to be brought up in the order that they are listed. While this is a good order to follow if needed, the impacted party may have specific questions or concerns that they want to address in an order that is different than how they are listed-- take their lead. If you are not able to cover something or if it was not applicable, please indicate why in your report. Do not share the information elsewhere. The goal is to ensure that the impacted party is not having to share details of their story multiple times, and to get them to people who can help them further.

\_\_\_\_ **Reporting.** "I want to make sure you get help and support and I am a Mandatory Reporter, so I'm going to let Carole and Kristin in OIE know what you disclosed. They will engage with you in a way that is respectful of your privacy and choice on how to move forward."

\_\_\_\_ **Listen.** Be focused on letting the impacted party share as much or as little as they feel comfortable, and what they need.

- *Reminder: Don't ask for details that the survivor does not voluntarily share with you.*
- *Reminder: Avoid questions that start with "why" because they can be victim blaming.*

\_\_\_\_ **Validate.** "I believe you." "It's not your fault." "I'm so sorry that happened to you." "Thank you for telling me."

\_\_\_\_ "Are you concerned about your safety?"

- Housing: OIE can work with an RLC to offer a safe room.
- Classes and Campus Spaces: OIE may work with the impacted party to make adjustments to class schedules, or other shared spaces on campus, such as the library, rec center, etc.

\_\_\_\_ **Medical.** “Would you like medical attention/assistance? We have a partnership with St. Anthony in Lakewood for Medical Forensic exams (aka SANE exams).”

If someone submits to a SANE exam, here are some important things to share with them:

- It is recommended that a patient does not shower, eat, use the bathroom, or wash their clothes. If that has happened, a patient can still get an exam;
- The forensic exam can be used to collect evidence and also for STI/STD/pregnancy prevention.
- The patient has the option to participate in as much or as little of the exam as they choose. The Forensic Nurse Examiner will ask you for your consent at each step of the exam.
- Transportation options include RTD, Uber/Lyft/ taxi, or ask a friend to drive. Peer Mentors may not provide transport.
- The exam will be most effective if completed within 6 calendar days of the incident.
- The exam is free of charge; regardless of if a police report is filed.
- The patient decides if:
  - The kit is tested or not;
  - If they would like to have the exam completed anonymously, i.e. the patient does not provide identifying information but still receives the exam.
  - If law enforcement is reported to or not;

\_\_\_\_ **Counseling.** “Would you like me to help set-up an appointment with one of the Counselors in the Mines Counseling Center for you?”

- Option 1: Walk the student to the Counseling Center (2<sup>nd</sup> floor of Wellness Center) if during business hours.
- Option 2: Provide the student with the phone number to the Counseling Center (303.273.3377)
- Option 3: Assist the student with filling out the online appointment request form (<https://www.mines.edu/counseling-center/request-appointment/>), and remind them they will be contacted by phone or email, within one business day, to schedule an appointment. If they do not pick up their phone, the Counseling Center staff will leave a message. It will be the student’s responsibility to follow-up.

\_\_\_\_ There are a variety of additional resources that you may find useful. (See the OIE website and resource page for assistance)

\_\_\_\_ **Practice selfcare.** Receiving reports can be triggering and mentally taxing. Seek assistance and support when needed.

Note Section: Use this space to take additional notes if needed.