

# Report an Incident

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Taft College encourages everyone to report all forms of gender-based discrimination and sexual misconduct to the College and/or the police. Making a report means telling someone in a position of authority what happened – this can be in person, over the phone, or in an email.

## Who Can File a Report?

Anyone (students, faculty, or staff) can report gender-based discrimination or sexual misconduct to the college. It does not matter if you were personally involved in an incident or if you witnessed something happening to someone else. Taft College follows a See Something, Say Something, Do Something model. This means we expect community members to look out for each other and report misconduct that affects all members of our campus community.

## When Should I File a Report?

You should report incidents of gender-based discrimination and sexual misconduct as soon as possible. While it is never too late to report sexual harassment, sexual assault, stalking, or dating or domestic violence, it is much easier to conduct a thorough investigation if a report is made in a timely manner. Reporting instances of sexual misconduct as soon as possible allows the college to help you (and other affected parties) connect with valuable support services.

## Where Should I File My Report?

You have the choice to report sexual misconduct to the College, or the Taft City Police Department. You can file a report with the College and still decline to file a report with local law enforcement agencies. If you are unsure of where to file your report, contact one of the College's Title IX Coordinators to discuss your reporting options, and help you file a report with the Taft City Police Department, if you so desire. Report all instances of gender-based discrimination and sexual harassment to the Title IX Coordinator.

## **Filing a Report with the College**

When you file a report with the College, the Title IX Coordinator will meet with you to review all of your options. The Title IX Coordinator may help with changes to your academics, work, and transportation conditions. They may also implement other interim protective measures to make sure participating in an investigation does not affect your access to education.

## **Filing a Report with the Police Department**

You can report instances of sexual assault, dating violence, domestic violence, and stalking to the Taft City Police Department in person or over the phone. If you choose not to report the incident immediately to the police, you can still make a report at a later date.

## **Filing a Report with the Department of Education Office of Civil Rights**

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with the Department of Education Office of Civil Rights.

Web: <http://www.ed.gov/ocr>

## **Will My Report be Confidential?**

Taft College recognizes that the desire for privacy can play a key role in deciding whether to report gender-based discrimination and sexual misconduct. While your information will always be kept private, meaning it will only ever be shared on a need-to-know basis, not all College employees can promise to keep the information you share with them confidential. All responsible Taft College employees are required to report information regarding sexual misconduct involving Taft College students or employees. They share this information with the Title IX Coordinator so the incident may be resolved in a prompt and equitable manner under Taft College's resolution procedures.

When you file a report with the college, you may request confidentiality and/or that the Title IX coordinator provide you with remedies and resources without initiating a formal resolution process. The Title IX Coordinator will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX.

The College will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.