

NOTES FROM TITLE IX: Your Mandatory Reporter Role



All University of Tennessee at Martin employees are mandatory reporters unless deemed a Confidential Employee.

Actions a Mandatory Reporter MUST Take:

A Mandatory Reporter who receives information concerning an incident of Prohibited Conduct must:

1. **Assist** the Complainant with obtaining medical assistance (if needed or requested) or accessing other on- or off-campus resources (if requested); and
2. **Encourage** the Complainant to report the incident to law enforcement and assist the Complainant in contacting law enforcement if requested by the Complainant (call 911 in an emergency); and
3. **Report** the incident to a Title IX Official promptly after receiving notice of the incident no later than 48 hours after receiving the report.

Actions a Mandatory Reporter SHOULD Take:

1. Provide emotional support to the Complainant;
2. Encourage the Complainant to preserve any physical evidence;
3. Inform the Complainant that the employee will be reporting the incident to a Title IX Official, who will contact the Complainant to provide further guidance and assistance; and
4. Provide a Complainant with a copy of the UT Martin Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking (<https://www.utm.edu/tix>)

Actions a Mandatory Reporter MUST NOT Take:

A Mandatory Reporter who receives notice of an incident of Prohibited Conduct must not:

1. Guarantee a Complainant that the employee will keep information confidential and not share the information with anyone else, including a Title IX Official;
2. Share information about the incident with a person who does not have a University-related need to know;
3. Share personally identifiable information about the incident with law enforcement (including UTMDPS or Martin PD) without the Complainant's consent; and/or
4. Investigate or otherwise attempt to resolve reports of Prohibited Conduct without the approval of a Title IX Coordinator, other than taking an action required or recommended mentioned previously.

Policy On Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking

The University of Tennessee at Martin is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation (collectively, "Prohibited Conduct"). Prohibited Conduct will not be tolerated and will be grounds for disciplinary action up to and including suspension from the University and termination of employment. The full policy can be found at: <https://www.utm.edu/tix> of a Title IX Coordinator, other than taking an action required or recommended mentioned previously.

Retaliation Policy

If the person is hesitant to report an incident to the University, inform them that the University prohibits retaliation, take steps to prevent retaliation, and will take strong responsive action if retaliation occurs.

Applicable Federal Laws

- Title IX of the Educational Amendments of 1972
- Violence Against Women Act (VAWA)
- Campus SaVE Act
- Title IV, Title VI, and Title VII of the Civil Rights Act of 1964

Campus Resources

<p>Title IX Coordinator Dominique Crockett 212 Boling University Center Martin, TN 731.881.3505 titleix@utm.edu</p>	<p>Student Health and Counseling Services (Confidential Resource) 609 Lee Street Martin, TN 731.881.3505</p>	<p>UTM Department of Public Safety 215 Hurt St 159 Crisp Hall Martin, TN 731.881.7777</p>
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