

Louisiana's
Community & Technical Colleges

Changing Lives, Creating Futures
www.lctcs.edu

TITLE IX COMPLIANCE TRAINING

EDUCATION, PREVENTION, & RESPONSE

Navigating the law on your campus: Responsible Employees and Confidential Advisors/Resource

RESPONSIBLE EMPLOYEES AND CONFIDENTIAL ADVISORS

- Your campus designates who is a responsible employee or confidential advisor on your campus.
- Do you know if you are a responsible employee or a confidential advisor?
- Contact your campus Title IX Coordinator if you are unsure of your role!
- <https://www.lctcs.edu/titleix>
- [LCTCS Title IX Policy](#)
- [LCTCS Title IX Process](#)



RESPONSIBLE EMPLOYEES AND CONFIDENTIAL ADVISORS

- **Relevant Definitions:**

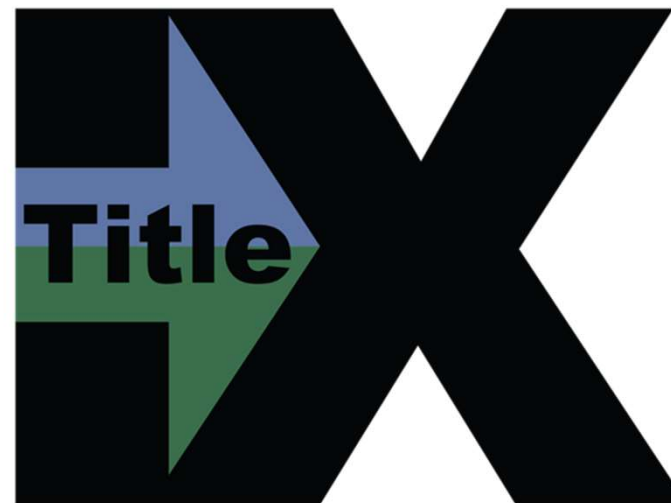
- Confidential Advisor/Resource means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- Mandated Reporter means an employee of the LCTCS or its colleges who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.
- Official with Authority (OWA) means an employee of the LCTCS or its colleges explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of the LCTCS or its colleges.
- Complainant means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.



Complete List of Title IX Definitions can be found in the [LCTCS Title IX Policy](#).

RESPONSIBLE EMPLOYEES AND CONFIDENTIAL ADVISORS

- **MANDATED REPORTING**
- All LCTCS or its college employees (faculty, staff, and administrators) who are NOT designated Confidential Advisors are expected to report actual or suspected discrimination or harassment on the basis of sex to the College Title IX Coordinator immediately.
- If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.



RESPONSIBLE EMPLOYEES AND CONFIDENTIAL ADVISORS

- **MANDATED REPORTING (continued)**
- **Anonymous Notice to Mandated Reporters**
 - At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant.
 - The Mandated Reporter cannot remain anonymous themselves. If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist.
 - The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.
 - Anonymous notice will be investigated by the LCTCS or its colleges to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the ability to investigate, respond, and provide remedies, depending on what information is shared.
 - When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.



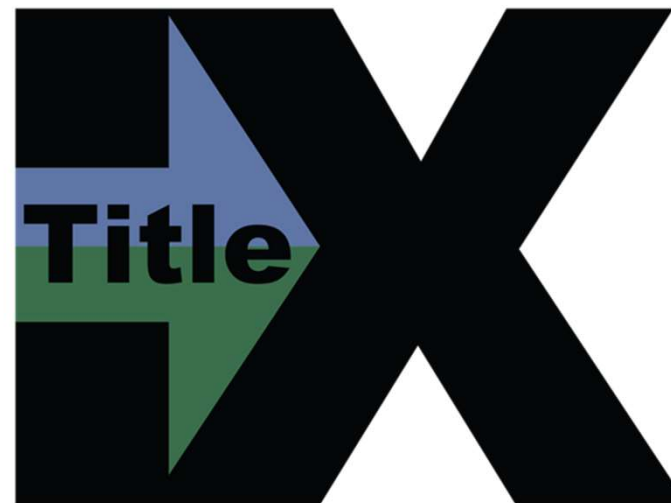
RESPONSIBLE EMPLOYEES AND CONFIDENTIAL ADVISORS

- **MANDATED REPORTING (continued)**
- **Formal Notice or Complaints to Mandated Reporters**
 - All employees of the LCTCS or its colleges (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.
 - Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.
 - Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.
 - Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from the LCTCS or its colleges.



RESPONSIBLE EMPLOYEES AND CONFIDENTIAL ADVISORS

- **MANDATED REPORTING (continued)**
- **Failure to Report by Mandated Reporters**
 - Failure of a Mandated Reporter to report an incident of harassment or discrimination of which they become aware is a violation of LCTCS or its colleges policy and can be subject to disciplinary action for failure to comply.
 - Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.



RESPONSIBLE EMPLOYEES

- REMINDERS:
- All employees who are not Confidential Advisors are Responsible Employees and **Mandated Reporters!**
 - **Mandated Reporter** means an employee of the LCTCS or its colleges who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.
- Responsible employees have a duty to report violations of Title IX **to the Title IX Coordinator.**
 - Find out who your Title IX Coordinators are here:
 - <https://www.lctcs.edu/titleix>
- While all Campus Security Authorities (CSAs) are Responsible Employees, not all Responsible Employees are CSAs.



ATTESTATION OF RESPONSIBILITY

- By completing this form on the link below, you attest that you have reviewed and understand your role as a Responsible Employee with a mandate to report all allegations of Title IX violations to your institutional Title IX Coordinator.
- <https://forms.gle/71LsazrRu9cwvG548>

