

Sexual Assault Reporting – the Lake Area Tech Employee Role



**LAKE AREA
TECH**

It's your world.

As a Lake Area Technical Institute employee, you are required to report all instances of sexual misconduct if you are made aware of it.

MANDATORY REPORTING

If a student tells you about having experienced sexual harassment or sexual violence, including sexual assault, dating violence, domestic violence, or gender-based stalking, and specifies that this violence occurred while they or the alleged perpetrator were affiliated with Lake Area Tech as a student or employee, federal and state education laws require that you notify the Title IX Coordinator, Diane Stiles.

MANDATORY REPORTING DISCLOSURE TO STUDENTS

Students and instructors build close relationships at Lake Area Tech. It is important students understand you are required to report the incidents **before** they disclose information.

As soon as you are aware that the student may have a sexual harassment/violence concern let her/him know your reporting obligation so that s/he can determine what information s/he would like to disclose.

When necessary, **interrupt** students to inform them of your role. You might say:

“I am sorry to interrupt you, but I want you to be informed about your choices regarding what you tell and to whom this information is reported. There are a number of issues where I am required to report what you tell me to the Title IX Coordinator. I am happy to talk with you and put you in touch with Diane Stiles, Lake Area Tech’s Title IX Coordinator.”

CRIMINAL REPORTING

Be sure to make the student aware of their options to report criminal acts to law enforcement, but it is ultimately the choice of the student whether he or she wants to contact the police. Employees should not report complaints to law enforcement, unless required to do so by law (reporting party is under the age of 18). Employees must notify the Title IX Coordinator.

TIPS FOR ASSISTING STUDENTS

- Listen to the concern carefully and empathetically without judgment. If the student is coming to you, they view you as someone they can trust. It’s important to honor that.
- Let the student know multiple support options are available and provide him/her with a copy of the Title IX brochure. (These are available in Student Services offices area and on MyPortal.)
- Encourage students to speak with someone about their experience. Assure them that if they come in to talk about the situation, the case will be shared only with essential university personnel to better remedy the student’s situation (class schedule, etc.).
- Try not to make comments about the specific people or situations involved in the concern.
- Administrators will not contact the respondent (alleged perpetrator) without first meeting with the reporting party.

COUNSELING & CONFIDENTIALITY

The Lake Area Tech counseling staff is a confidential reporting option for students. Counseling staff are **NOT** required to report **ANY** information to school administrators, if their relationship with the reporting party is in a traditional counselor/client setting.