

Mandatory Reporting Under the Clery Act, Title VII and Title IX:
Guidelines for Employees of Sweet Briar College

1. The College has defined all employees, both faculty and staff, as mandatory reporters.
2. When an employee becomes aware of an alleged act of sexual harassment, discrimination or assault, the employee must promptly contact the Title IX Coordinator, Jodi Canfield, at jcanfield@sbc.edu or (434) 381-6730. The employee may also use the Title IX Reporting Form, which can be found on the website at <http://sbc.edu/compliance/title-ix/>.
3. The Title IX Coordinator will promptly inform any other appropriate departments (i.e. Campus Safety) or college officials as needed.
4. When an employee thinks that a student/other employee may be about to report an act of sexual harassment, discrimination or assault, the employee should tell the reporting party that the College will maintain the **privacy** of the information, but the employee cannot maintain **complete confidentiality**, and is required to report the act and may be required to reveal the names of the parties involved. If the reporting party wishes to proceed, the employee should inform the reporting party of the implications of sharing the names of the parties involved, which puts the College/University on notice.
 - a. Rather than speaking to a student about confidential information, the employee should offer to refer or accompany the student to Counseling Services or Health Services during the hours that those offices are open.
 - b. The reporting party can also be referred to contact a member of the clergy, licensed professional counselor/mental health counselor, or medical professional if they wish to discuss the situation in confidence.
5. If someone is in immediate danger, they may contact the Department of Campus Safety at any time during the day or night at (434) 381-6111.
6. Under the Clery Act, all Sweet Briar College employees are mandatory reporters for a broader array of serious crimes, including the following:
 - a) **Murder & Non-Negligent Manslaughter** -The willful killing of one human being by another.
 - b) **Negligent Manslaughter** - The killing of another person through gross negligence.
 - c) **Robbery** -The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
 - d) **Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
 - e) **Burglary**- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
 - f) **Motor Vehicle Theft** -The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
 - g) **Arson** -Any willful or malicious burning or attempt to burn, with or without intent to defraud,

a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- h. **Arrests for Weapon Law Violations**- The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- i. **Arrests for Drug Abuse Violations** - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin; codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous nonnarcotic drugs (Barbiturates, Benzedrine).
- j. **Arrests for Liquor Law Violations** -The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness & driving under the influence are not included in this definition.)
- k. **Disciplinary Referrals for Weapon Law Violations**
- l. **Disciplinary Referrals for Drug Abuse Violations**
- m. **Disciplinary Referrals for Liquor Law Violations**
- n. **Hate Crimes**
- o. **Sex Offenses**
 - i. **Forcible**- Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - ii. **Sex Offenses (Non-forcible)** - Unlawful, non-forcible sexual intercourse.
 - 1. **Incest** - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 2. **Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.