

# Reporting Responsibilities

## MANDATORY REPORTERS

### *Child abuse and neglect*

#### *Are you a mandatory reporter?*

All University personnel are mandatory reporters, including faculty, staff, undergraduate and graduate student employees, graduate students with teaching responsibilities, postdoctoral fellows, researchers, volunteers, independent contractors, and third-party operators participating in covered programs.

#### *What are your responsibilities?*

Mandatory reporters are required to call the Illinois Department of Children and Family Services hotline when they have reasonable cause to believe that a *minor known to them in their professional or official capacity may be abused or neglected*.

#### *How do you report?*

- In an emergency, call 911.
- In nonemergency situations, call the Illinois DCFS hotline at 800-25-ABUSE.
- In addition, email the Office of Risk Management at [luke.figora@northwestern.edu](mailto:luke.figora@northwestern.edu).

#### *Applicable Northwestern policy*

Minors at Northwestern

## CAMPUS SECURITY AUTHORITIES (CSA)

### *Clery crimes*

#### *Are you a campus security authority?*

CSAs include individuals with significant responsibility for student and campus activities. Examples at Northwestern include the dean of students, associate and assistant deans of students, Title IX and deputy Title IX coordinators, director and assistant directors of student conduct, athletic coaches, the director of fraternity and sorority life, the executive director of campus life, and staff in residential services, the student organizations and activities office, and the leadership and community engagement office.

#### *What are your responsibilities?*

- CSAs must report any allegation of a Clery-reportable crime committed within act-specified geography.
- Clery Act crimes include criminal homicide, rape, fondling, incest,

statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor and drug crimes, illegal weapons, hate crimes, domestic violence, dating violence, and stalking.

- Clery geography includes campus property, public property within or immediately adjacent to and accessible from the campus, and noncampus buildings and property owned or controlled by the institution.

#### *How do you report?*

The online CSA Crime Report Form must be completed at [northwestern.edu/up/how-to-report/crimes/crime-report-form.html](http://northwestern.edu/up/how-to-report/crimes/crime-report-form.html).

#### *For further information*

Clery Program manager  
[CleryCoordinator@northwestern.edu](mailto:CleryCoordinator@northwestern.edu)  
847-467-6239

## RESPONSIBLE EMPLOYEES

### *Sexual misconduct*

#### *Are you a responsible employee?*

All University employees (including student employees) and graduate students with teaching or supervisory authority are responsible employees.

#### *What are your responsibilities?*

- Responsible employees are required to report all allegations of sexual misconduct (including sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and sexual harassment) to the Title IX coordinator or deputy Title IX coordinator for students in the Office of Equity. Responsible employees cannot guarantee confidentiality but can promise privacy. The Office of Equity will contact and provide support, resources, and information to the person who may have experienced misconduct.

- Those receiving outreach can choose whether or not to engage with the Office of Equity. They may request interim measures or other support even if they do not choose to participate in the University's complaint resolution process.

#### *How do you report?*

The online Sexual Misconduct Reporting Form must be completed at [bit.ly/NURReportSexualMisconduct](http://bit.ly/NURReportSexualMisconduct).

#### *For further information*

Title IX coordinator  
[TitleIXCoordinator@northwestern.edu](mailto:TitleIXCoordinator@northwestern.edu)  
847-491-3881

Deputy Title IX coordinator  
for students  
[DeputyTitleIXCoordinator@northwestern.edu](mailto:DeputyTitleIXCoordinator@northwestern.edu)  
847-467-6571

#### *Applicable Northwestern policy*

Policy on Sexual Misconduct

## Confidential Resources

Resources are available for those wishing to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement and the University, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the person or to others, or where federal or state law requires disclosure. Confidential resources can provide those affected by sexual misconduct with information about support services and other options.

### FOR STUDENTS

#### Center for Awareness, Response, and Education (CARE)

847-491-2054  
[care@northwestern.edu](mailto:care@northwestern.edu)  
[northwestern.edu/care](http://northwestern.edu/care)

#### Counseling and Psychological Services (CAPS)

847-491-2151 (24 hours)  
[northwestern.edu/counseling](http://northwestern.edu/counseling)

#### Religious and Spiritual Life

847-491-7256  
[spiritual.life@northwestern.edu](mailto:spiritual.life@northwestern.edu)  
[northwestern.edu/religious-life](http://northwestern.edu/religious-life)

For additional confidential resources including medical services, please see [northwestern.edu/equity](http://northwestern.edu/equity).

### FOR FACULTY

#### Faculty Wellness Program

312-695-2323  
[rcarroll@nm.org](mailto:rcarroll@nm.org)  
[northwestern.edu/provost/faculty-resources/work-life](http://northwestern.edu/provost/faculty-resources/work-life)  
[/faculty-wellness.html](http://faculty-wellness.html)

### FOR FACULTY AND STAFF

#### Employee Assistance Program

855-547-1851 (24 hours)  
[northwestern.edu/hr/work-life/employee-assistance-program.html](http://northwestern.edu/hr/work-life/employee-assistance-program.html)