

## Cal Poly Humboldt Employee Reporting Obligations

The California State University system issued the [Nondiscrimination Policy](#) to comply with Title IX (of the Education Amendments of 1972, US Department of Education). This policy classifies almost every faculty and staff member on campus as having the “duty to report”. Any Employee who knows or has reason to know of incidents that may violate the Nondiscrimination Policy has a duty to promptly report to the Title IX Coordinator/Discrimination, Harassment, Retaliation ("DHR") Administrator, who are the campus officials designated to receive these reports. Employees are required to disclose all information available, including the names of the Parties involved, even where the person has requested anonymity.

### What this means for staff and faculty:

If a student tells you about an incident of sexual harassment or sexual violence and they provide information that this harm occurred while they were enrolled at Cal Poly Humboldt, you are required to fill out the following online report: <https://link.humboldt.edu/TitleIXReport>.

The Title IX Coordinator or their designee will then contact the student to offer options for support, accommodations and accountability.

Students may speak and write about their experiences with sexual harassment and sexual violence in papers, classes, and in discussions with faculty and staff, and no report needs to be made unless students specify that the violence happened while they were a student at Cal Poly Humboldt.

The following campus staff and faculty members can provide students with support:

- Campus Advocate Team (staffed by North Coast Rape Crisis Team)
  - (707) 445-2881, 24-hour hotline
  - No reporting requirements
- Humboldt Domestic Violence Services
  - (707) 443-6042, 24-hour hotline
  - Mandated only to report child abuse to state authorities
- Counseling and Psychological Services (CAPS)
  - M-F, 8am-5pm: (707) 826-3236
  - After Hours/Weekends/ Campus Closures: [TimelyCare](#)
  - For more information about limits to confidentiality, reach out to CAPS
- The University Police Department
  - (707) 826-5555
  - Offers students options for anonymous and confidential reports

Cal Poly Humboldt’s goal in implementing the CSU Nondiscrimination Policy is to link survivors of sexual violence with support and to hold accountable those who choose to harm others. In order to realize this goal, the Sexual Assault Prevention Committee has prepared a “Best Practices” document to guide you in fulfilling your role and a door poster to inform students of your duty to report.

This resource, along with several others, is available at: <https://titleix.humboldt.edu/> under the “Resources & Support” tab. Please download and review these resources and familiarize yourself with them so that you are prepared to fulfill your responsibilities in a way that supports our students.

The following campus website offers additional information: <https://supportingsurvivors.humboldt.edu/>. If you have further questions about your responsibilities under the CSU Nondiscrimination Policy, please contact the campus Title IX Coordinator: David Hickcox, [David.Hickcox@humboldt.edu](mailto:David.Hickcox@humboldt.edu).