

TITLE IX COORDINATOR

Anyone with knowledge of sexual misconduct may file a report directly with the Title IX Coordinator. The Title IX Coordinator is available to offer ongoing support in understanding UW's investigative and/or disciplinary processes, as well as options for reporting to law enforcement.

The Title IX Coordinator has the duty to address sexual misconduct and remedy the effects on the victim and the UW community. Depending on the information shared, an investigation may be necessary.

**Jim Osborn, Title IX Coordinator
Manager of Investigations
Equal Opportunity Report and
Response**

Bureau of Mines, Room 320
Laramie, WY 82071
307-766-5200
report-it@uwyo.edu
www.uwyo.edu/reportit

Persons seeking admission, employment, or access to programs at the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.

FOR ADDITIONAL INFORMATION:

www.uwyo.edu/reportit

The ReportIt website is designed to provide students, employees, guests, and visitors with information and resources such as: handouts, definitions, lists of community resources, what to do if assault happens, how to make a report, links to UW policies, ways to learn more or get involved, and other valuable information. An online report form is also available.

REPORTING SEXUAL MISCONDUCT, DISCRIMINATION, AND WORKPLACE VIOLENCE

GO FOR GOLD

SEXUAL MISCONDUCT, DISCRIMINATION, AND WORKPLACE VIOLENCE

Employees, students, and visitors should feel confident that issues relating to sexual misconduct, discrimination, and workplace violence will be given appropriate attention at UW.

It is important for individuals who are experiencing (or know of others who are experiencing) such behavior to immediately report it to a University official. As the University's policy states, such behavior is prohibited and will not be tolerated. It is also important for individuals who are not sure about such behavior to seek advice from whomever they are most comfortable.

Anyone having questions or comments regarding UW policy prohibiting sexual harassment, discrimination, or workplace violence is encouraged to contact EORR.

HEALTH AND SAFETY

If necessary, seek medical attention as soon as possible. Medical examinations are essential to detect injuries, and for protection against possible diseases or pregnancy. SANE nurses at Ivins Memorial Hospital can also help preserve evidence. Medical assistance is available from Ivins Memorial Hospital (307-742-2142 x 2222) or Student Health Services (766-2130).

If you are afraid for your physical safety, it is best to contact law enforcement. They can discuss possible options such as protection orders, trespass notices, etc. While you can contact the University Police Department (766-5179, upd@uwyo.edu), Albany County Sheriff (755-3520), or Laramie Police Department (721-2526) using non-emergency numbers, remember that you can also call 911 in the event of an emergency. If necessary, leave the immediate area or lock yourself in a secure location before calling.

The University ensures non-discriminatory practices in all matters relating to its education programs and activities. We can provide interim measures to enhance your safety, including help with academics, housing, employment, and security; please let us know what measures are necessary for you to feel safe during the course of the review.

OUR ROLE AND SCOPE

Our review is neutral, and we are not on anyone's "side." We are not a court of law, and our reviews are conducted separately from any criminal or legal processes. Our role is to investigate whether there has been a violation of University policies connected to discrimination, sexual misconduct, or workplace violence as described in the following regulations:

- UW Regulation 4-2 (Harassment and Discrimination)
- UW Regulation 4-3 (Title IX and Sexual Misconduct)
- UW Regulation 1-256 (Sexual Misconduct)
- UW Regulation 4-4 (Workplace Violence)
- Student Code of Conduct

Links to the full policies are available on the ReportIt website (www.uwyo.edu/reportit). If we learn about issues not connected to these policies, we can refer those concerns to the appropriate office(s) or process(es).

YOUR RIGHTS/OPPORTUNITIES

- To speak on your own behalf.
- To be accompanied by an advisor or support person who may take notes and advise you, but who may not otherwise participate. (Attorneys may represent a client during hearings that involve possible dismissal.)
- To present evidence on your own behalf. Individuals should retain all evidence which may be relevant, including documents, texts, e-mails, digital messages, and the like.
- To provide names of witnesses who can speak about the alleged conduct at issue.
- To report incidents to law enforcement or appropriate government agencies.
- To not be retaliated against for having filed an incident report or for participating in the investigation.
- To review the written report, or portions of the written report that are relevant to your role, including an explanation of alleged policy violations and the final determination of the investigator, and information about subsequent sanctions and remedies, if any.

CONFIDENTIALITY

Information you provide is confidential to the extent possible, but a written report (assessment memo or report of investigation) is produced about each review. The report will contain information about the allegations, how the review was conducted, and the reasoning used to reach the final determination. Your name may be included in the final report. The final report is typically distributed to the complainant, the respondent, appropriate managers or supervisors, and University Officers. Witnesses do not receive the full report, but may review their statements and any sections of the report directly related to them. If you have concerns about confidentiality, please let us know.

Certain offices on campus offer highly confidential services protected by law. These offices include the University Counseling Center, Student Health Services, and the Stop Violence Program. Information you provide to these offices cannot be shared without your permission, except in extreme cases that involve a minor or immediate danger.

RETALIATION

The University prohibits retaliation against anyone who reports in good faith or participates in the investigative process. Any retaliation may be viewed as harassment itself and may be subject to sanctions as determined by the University. Reports of retaliation are reviewed separately from the original issue(s).

ADVOCACY

Many people find it helpful to talk to a victim advocate such as the Stop Violence Program (766-3475, stopviolence@uwyo.edu). Advocates provide information about sexual misconduct and additional tips to stay safe, and can accompany a victim to the hospital or court hearings. An advocate's role is to provide support, connect you with available resources, and help explain processes and policies if you decide to make a report. Most advocates are required by law to maintain your confidentiality, so they won't share your information without your consent. The Albany County SAFE Project has an advocate available on campus (766-3434, campus@safeproject.org); advocates are also available off-campus if that is more comfortable for you (745-3556, info@safeproject.org).

NOTE: STOP and SAFE advocates cannot work with respondents. Respondents may request a process advisor for assistance with navigating the investigative process.

SUPPORT

Dealing with issues such as this can be difficult for anyone. You are encouraged to talk to somebody who will support you.

- Students may contact the University Counseling Center (766-2187) for assistance. Crisis intervention services are also offered during regular clinic hours (8:00 am - 5:00 pm) for students with urgent problems. For after-hours crises, call 766-8989 and ask for the on-call counselor.
- The University also has an Employee Assistance Program (EAP) available through a partner, Mines and Associates (www.minesandassociates.com, 800-873-7138). They provide resources, information, and referrals for benefitted employees about several topics, including counseling. The resources are free to benefitted employees and participation is voluntary and entirely confidential. Employees are not required to contact the EAP, nor to inform anyone at UW if they do choose to use their services.
- Assistance may also be available on-campus from the Psychology Clinic (766-2149) or the Wellspring Counseling Clinic (766-6820). If you prefer to go off-campus, you can contact the PEAK Wellness Center (745-8915).

WHEN A REPORT IS MADE

The University is required to respond to all reports of sexual misconduct, civil rights discrimination, and workplace violence in the most appropriate manner. Responding to these concerns does not indicate that there has been a violation of UW policy. After receiving a report, the University will begin an assessment, which normally will start within 72 hours of receipt of the incident report. Typically, this will include the following actions:

- Initial meeting with person filing the incident report (reporting party) to:
 - Review the incident report
 - Collect/request all relevant evidence and documents
 - Review rights and options
 - Review relevant interim protective measures
- Initial meeting with the person(s) named in the report (respondent) to:
 - Review the written incident report
 - Collect/request all relevant evidence and documents
 - Review rights and options
 - Review relevant interim protective measures
- Meetings with witnesses who have direct knowledge of events
- Review of all relevant documentation
- Follow-up meeting(s) or contact(s) with the reporting party and the respondent to ascertain additional information, to clarify information, and to update on the status of the investigation process.
- The person conducting the investigation may, except in cases involving sexual violence, seek to resolve the matter informally.
- At the conclusion of the investigation, the person conducting the investigation will retain all records and notes of the investigation. Records are retained for a minimum of seven years.
- The person conducting the investigation shall prepare a written report, including the summary of findings and outcomes. The report is only shared with those who have direct involvement or a need to know.
- Thereafter, a copy of the summary of findings will be provided to the reporting party and the respondent. Witnesses and support persons will not receive the written report, but may review any sections which refer to them.

Depending on the nature of the incident report, the complexity of the issues and events, number and availability of witnesses, the amount of information to be gathered and reviewed, and other factors, UW will attempt to complete the investigation within 60 calendar days. Additional time may be necessary in order to conduct a fair and equitable investigation. The reporting party and the respondent will be informed periodically of the status of the investigation.

While UW will exercise reasonable diligence in complying with the timelines and procedures outlined, deviations may occur in order to meet the intent of the policy or to ensure the fair and equitable resolution of a reported incident. The reporting party or respondent should notify the Title IX Coordinator of any procedural error or deficiency. A procedural error or deficiency shall not require an outcome in favor of the person allegedly disadvantaged by the error.

OTHER RESOURCES

- SAFE Project, 745-3556 (24 hour hotline) *
- SAFE Project Campus Advocate, 766-3434 *
- STOP Violence Program, 766-3475 *
- University Counseling Center, 766-2187 *
- Employee Assistance Program, 800-873-7138 *
- Dean of Students Office, 766-3296
- Psychology Clinic, 766-2149 *
- Student Health Services, 766-2130 *
- Wellspring Counseling Clinic, 766-6820 *
- Ivinson Memorial Hospital, 742-2141
- PEAK Wellness Center, 745-8915 *
- University Police Department, 766-5179

(* denotes a confidential resource)