

Judson University Responsible Employee Mandatory Reporting

Judson University “responsible employees” include:

- Administrators, deans, directors, managers, department chairs, assistant department chairs, advisors to student groups, Campus Safety, coaches, trainers, residence life staff, or other first-responders who have the authority to take action to redress sexual misconduct, or whom a student could reasonably believe has such authority or duty.

If you know or suspect that sexual misconduct is occurring – you are obligated to report the misconduct to your supervisor and the Title IX Coordinator (Dr. Curtis Sartor, extension 1017) or TitleIX@judsonu.edu. You may also report to Campus Safety as needed if the situation is unsafe. You are not responsible for investigating or asking questions.

What You Should Do:

If someone tells you about sexual misconduct:

- Make sure the person is safe. If there is an ongoing threat or safety concern, or if the person recently experienced sexual assault, notify Campus Safety immediately or 911 if off-campus.
- Interrupt and tell the person you are a mandatory reporter and must report sexual misconduct allegations to the Title IX Coordinator. If they want to speak to someone confidentially they may contact a counselor in the Wellness Center or the local Crisis Center.
- If the survivor still wants to talk to you:
 - Listen to them and believe them
 - Acknowledge their feelings and offer support
 - Provide information; the Judson Title IX Services webpage is a good start for resources
 - Don't judge them or what they have told you
 - Thank them for coming to you
 - Offer to pray with them
 - Encourage them to reach out directly to the Title IX Coordinator and help them if they want
 - Remind them you will be reporting the incident as well
 - Provide them with a copy of the Survivor's Rights if you have this document

What You Should Not Do:

- Do not minimize or tell the complainant to ignore the behavior.
- Do not attempt to investigate or resolve the situation on your own.
- Do not wait for someone to complain if you know or suspect sexual misconduct.
- Do not promise confidentiality.
- Do not ignore your own need for counseling after helping a survivor through a traumatic event.

What Information Do You Report?

- Names of parties, status (faculty/staff/student/visitor), date of incident, location of incident.

Questions? Contact:

Dr. Curtis Sartor, Title IX Coordinator
csartor@judsonu.edu; 847-628-1017
room 325, Harm A Weber Academic Center