

# LLS FACULTY AND STAFF

# SUPPORT AND REPORT

## What **YOU** need to know about Student Sexual and Interpersonal Misconduct Policies

### Your Reporting Obligations:

Every Loyola Law School faculty and staff member, with limited exception\*, is considered a “responsible employee” with regard to sexual and interpersonal misconduct as outlined in the [Student-on-Student Sexual & Interpersonal Misconduct Policy & Protocol](#), and *must promptly report to the Campus Safety and Security (Security)* all cases brought to them. Call Security at (213) 736-1121 or by dialing extension 1121 from any campus phone. **The report must be made to Security. Reporting to any other faculty or staff member, even a Dean, is not sufficient.**

\*Employees who are considered **CONFIDENTIAL** and **PRIVATE RESOURCES** are not considered “responsible employees” (please refer to the red box below).

### Steps to Take:

The following are steps you must take if a student comes to you with a complaint about Sexual (sexual harassment, rape, sexual assault) or Interpersonal (dating violence, domestic violence, stalking) Misconduct:

#### 1 BEFORE A STUDENT REVEALS ANY INFORMATION TO YOU

Before a student reveals any information to you that he or she may want to keep confidential, make sure they are aware that you are obligated to report the incident to Security, including the identities of the parties involved as well as other facts that you are told about the date, time and location of the incident.

#### 2 IF A STUDENT ALREADY SHARED INFORMATION WITH YOU

If a student shares information with you before you have a chance to explain your reporting requirement, you can tell the student you are obligated to report the information you already received about the incident to Security as outlined above.

They can request that the Law School maintains confidentiality during the investigation, which the Title IX Coordinator will take into consideration.

Do not pressure the student to request confidentiality or to make a full report if they are not ready to do so.

#### 3 IF A STUDENT DOES NOT WISH TO DISCUSS THE DETAILS

If a student does not wish to discuss the details of an incident with a responsible employee and wishes to keep the incident confidential or private, the student can turn to these resources and an investigation will not be automatically triggered:

##### CONFIDENTIAL RESOURCES

**On Campus Psychological Counseling Office:** (213) 736-1122

**Student Health Services:** (310) 338-2881

**Chaplain:** (213) 736-8193

**The Rape Treatment Center at Santa Monica-UCLA Medical Center:** (310) 319-4000

##### PRIVATE RESOURCE

Loyola Law School **Community Resource Advisor (CRA)** may speak privately with students regarding incidents of sexual or interpersonal misconduct without automatically triggering a University investigation. CRAs can be found on the [Student Affairs website](#).

#### 4 IF THE STUDENT DECIDES TO DISCUSS THE INCIDENT WITH YOU

If the student decides to discuss the incident with you, promptly report the incident to the Campus Safety & Security at (213) 736-1121 or by dialing extension 1121 from any campus phone. If the student requests confidentiality, make Security aware of their request.

**If you have questions about your reporting requirements, please call the Deputy Title IX Coordinator at (213) 736.8152.**

Visit <https://my.lls.edu/studentaffairs> and <http://studentaffairs.lmu.edu/lmucares/>

[Discriminatory Harassment and Complaint Process](#) and [Reporting Sexual Misconduct](#) for additional online resources.