Public Safety Title IX response Definitions:

Title IX officer is a Title IX co-coordinator or Title IX deputy.

Public Safety is the staff member from public safety leading the response to the complainant.

* Call Public Safety.
* Public Safety assesses the situation and takes appropriate action.
	+ Incidents deemed an emergency- Emergency incidents include the following: non-consensual sexual intercourse within previous 5 days, dating or domestic violence within 24 hours, non-consensual sexual touching within 24 hours
		- Public Safety calls Title IX coordinator or deputy. Public Safety calls Student Services for students at x4809 or Human Resources at x1100 for employees. After hours, Public Safety should contact the evening/weekend services administrator.
		- If available, Title IX officer or evening/weekend administrator responds to Public Safety to assist in responding to reporting party.
		- When possible, if a Title IX officer or evening/weekend administrator is not available, the Public Safety supervisor, investigator, or special police officer should take lead on responding to reporting party.
		- Public safety, Title IX officer, or evening/weekend administrator provides reporting party with Title IX Information sheet [(howardcc.edu/titleix](http://howardcc.edu/titleix)).
		- Public safety, Title IX officer, or evening/weekend administrator explains reporting options including the difference between confidential and non-confidential options. Include information that HCC employees, except the counseling center, are responsible employees.
		- Public safety, Title IX officer, or evening/weekend administrator explains interim measure options. Interim measures are implemented by a Title IX officer.
		- Public safety, Title IX officer, or evening/weekend administrator offers to contact police and calls police if reporting party approves.
		- Public safety, Title IX officer, or evening/weekend administrator offers to call Counseling & Career Services at x1340 and calls Counseling & Career Services if they are open and reporting party approves.
		- Public safety, Title IX officer, or evening/weekend administrator offers to contact Hopeworks at 410-997-2272 and calls Hopeworks if reporting party approves.
		- Public safety, Title IX officer, or evening/weekend administrator interviews reporting party if reporting party agrees. Public Safety or Title IX officer explains that a more detailed investigation by Title IX investigators may take place if reporting party agrees or if HCC decides there is a threat to campus. Public safety, Title IX officer, or evening/weekend administrator offers option to reporting party to give general details or to write a detailed statement about the incident. General details include what would be necessary for a timely warning such as a brief description of the incident, who is being accused, and when and where the incident took place .

A detailed written statement includes what the reporting party feels comfortable sharing about the incident. The goal is to limit the amount of times the reporting party needs to discuss details of the incident to avoid re-victimization.

* + - Public Safety should not contact the respondent in the report without consulting a Title IX coordinator. Public Safety may contact the respondent if there is an immediate threat to campus.
		- If Police were called and have arrived on the scene, a report will be taken and the person will most likely be escorted to Howard County General Hospital or released if the person refuses treatment.
		- Public Safety notifies the director of public safety or designee. The director of public safety or designee assesses the incident and calls crisis communication managerif necessary.
		- Crisis communication manager and director of public safety or designee assess incident and alert Emergency Response Team if necessary.
		- Public Safety informs and updates staff members, who have been involved in the response, of the incident including Counseling & Career Services either in-person or by leaving a voicemail message.
		- College procedures for Title IX incident are initiated.
		- Crisis Communication Manager implements appropriate communications. A **timely warning** is issued if the incident has already occurred and constitutes an ongoing or continual threat. An **emergency notification** is issued by an incident that is currently occurring of involves imminent threat to the campus.

**Guidelines for Emergency Communications**

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| **EMERGENCY NOTIFICATION** | **TIMELY WARNING** |
| Scope: Wide focus on any significant emergencyor dangerous situation (includes Clery and non- Clery crimes). | Scope: Narrow focus on Clery crimes only. |
| What: Emergency notification is triggered by an incident that is currently occurring or there isimminent threat to the campus. Initiate emergency notification procedures for anysignificant emergency or dangerous situationinvolving an immediate threat to the health andsafety of the campus community. | What: Timely warning is triggered by a crime that has already occurred and represents an on-going threat. Issue a timely warning for any Clery crime committed that is reported to campus Public Safety or local law enforcement and is considered to be a serious or continuing threat to the campus community. |
| Where: Applies to situations that occur on campus. | Where: Applies to crimes that occur anywhere within college’s Clery geography. |
| When: Initiate procedures immediately uponconfirmation that dangerous situation or emergency exists or threatens. | When: Issue a warning as soon as the pertinent information is available. |
| Note: The law specifies that “an institution that follows its emergency notification procedures is notrequired to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.”Clery crimes: Murder, negligent manslaughter, forcible sex offense, non-forcible sex offense, robbery,aggravated assault, burglary, motor vehicle theft, arson, hate crimes; new added 2014 in accordance withVAWA – domestic violence, dating violence, sexual assault, stalking. |

* + - Report is finalized and sent to Title IX incident group
		- Emergency Response Team debriefs incident.
	+ Incidents deemed not an emergency- non-consensual sexual intercourse from more than 5 days earlier, dating or domestic violence from more than 24 hours earlier, non-consensual sexual touching from more than 24 hours earlier, stalking, sexual harassment, and sexual exploitation
		- Public Safety calls Title IX coordinator or deputy. Public Safety calls Student Services for students at x4809 or Human Resources at x1100 for employees. After hours, Public Safety should contact the evening/weekend services administrator.
		- If available, Title IX officer or evening/weekend administrator responds to Public Safety to assist in responding to reporting party.
		- When possible, if a Title IX officer or evening/weekend administrator is not available, the Public Safety supervisor, investigator, or special police officer should take lead on responding to reporting party.
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		- Public Safety should not contact the respondent in the report without consulting a Title IX coordinator.
		- Report is finalized and sent to Title IX incident group.
		- College procedures for Title IX incident are initiated.