

## **Responsible Employees & Campus Security Authorities Policy**

Fuller Theological Seminary is committed to responding to reports of sexual violence, sexual harassment, and/or sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking in a timely manner. To do this, employees who are identified as Responsible Employees have a *mandatory* duty to timely report such incidents to the Title IX Administrator or a Title IX Coordinator. Campus Security Authorities (CSAs) have a *mandatory* duty to timely report such incidents to the Department of Campus Safety.

The following provides a list of departments and/or positions, which are currently considered Responsible Employees and/or Campus Security Authorities. Note that employees in positions and/or departments listed may be both a Responsible Employee and Campus Security Authority. Please keep in mind that the lists below are subject to change as functional responsibilities change. Every employee should also feel free to report incidents of sexual violence, sexual harassment, and/or sexual misconduct even if their position is not included on one of the lists below. The primary goal is to help keep Fuller a safe place for students, employees, and residents to learn, work, and live. Also provided below is a list of who is *exempt* from reporting as a Responsible Employee or Campus Security Authority.

### **RESPONSIBLE EMPLOYEES**

Responsible Employees are mandated to report sexual harassment, discrimination, sexual misconduct, and/or retaliation to their supervisor, a Title IX Coordinator, or the Title IX Administrator. All administrators/managers and supervisors at Fuller are considered responsible employees/mandated reporters. Anyone else who may be perceived by a member of the Fuller community to be able to take action on behalf of the seminary is also considered a Responsible Employee/mandated reporter, even if not included on the following list.

#### **List of Responsible Employees/mandated reporters at Fuller**

- All administrators/managers
- All advisors and counselors, such as vocational advisors, admissions counselors, and student financial services counselors

- All contract security and Campus Safety employees
- All faculty who are supervisors or are in charge of a section, department, or division or have administrative responsibilities
- All group leaders, such as vocation & formation group leaders and apprenticeship group leaders
- All Human Resources employees
- All student government employees, such as All Seminary Council (ASC) leaders
- All Student Life & Services employees, including Pastoral Care Team employees
- All supervisors
- All Title IX Coordinators (report to Title IX Administrator)
- Anyone who is perceived by a member of the Fuller community to be able to take action on behalf of the seminary

### **CAMPUS SECURITY AUTHORITIES (CSA)**

Campus Security Authorities (CSAs) are mandated reporters and must report all crimes reportable under the Clery Act, including sexual assault, dating violence, domestic violence, and stalking. The report is made to Campus Safety.

The definition of CSAs include:

- campus safety/security office
- administrators/leaders with significant responsibility for student and campus activities
- individuals responsible for monitoring access to buildings or residential areas (front desk responsibilities/community coordinator)
- individual offices designated to receive crime reports

### **List of Campus Security Authorities at Fuller**

- Academic Director for KSIS
- Academic Director for KSOT
- Assistant Dean of Students
- Associate Provost for Information Services and Chief Information Officer
- Campus Safety (all employees in department):
  - Includes Campus Safety Cadets
  - Campus Safety Security Officers and
  - Contract security
- Chief Financial Officer
- Chief of Strategy and Staff

- Dean of Students
- Dean of the School of Intercultural Studies
- Dean of the School of Psychology
- Dean of the School of Theology
- Director/Manager of each regional campus
- Director of the Library
- Executive Director of Fuller Psychological and Family Services
- Executive Director of Human Resources and Organizational Development
- Faculty advisor to a student organization
- Guest Center employees who help monitor access to the Guest Center:
  - Includes Director of Fuller Guest and Conference Center
  - Guest Relations Representatives
  - Maintenance
  - Operations Manager and
  - Reservation Specialist/Housekeeper Liaison
- Housing Services & Residential Community (all employees in department):
  - Includes Community Coordinators
  - Team and Program Coordinators and
  - On-Call Childcare Workers
- Hubbard Library employees who work at the front counter and help monitor access to the library:
  - Includes Collection Management Assistants and
  - Information Commons Coordinator
- Human Resources (all employees in department)
- Provost
- Title IX coordinators & Title IX administrator
- Vice President for Communications, Marketing and Admissions
- Vice President for Vocation and Formation

### **CONFIDENTIAL FULLER REPORTING OPTIONS: EXEMPT FROM REPORTING**

By law, schools may identify confidential on-campus reporting options, such as licensed clinicians operating in the role of licensed therapists or ordained clergy operating in the role of pastoral counselors, which are exempt from mandated reporting. This allows an option for employees, students, and residents to report any instances of sexual assault, domestic violence, dating violence, and/or stalking in a completely confidential way, and which will not be reported to anyone else on campus unless requested by the victim. Any reporting required by the Clery Act for the Annual Security Report would only be aggregate, and would not identify any particular individual.

At Fuller, the current confidential reporting options are listed below:

- **Irene Rapp**, MS, LMFT, Director of Training, Fuller Psychological & Family Services, 626-584-5569, [irenerapp@fuller.edu](mailto:irenerapp@fuller.edu)
- **Fuller Psychological & Family Services clinicians**, operating in that capacity, will also maintain confidentiality under their professional license, or that of their supervisor.

#### **CLERGY CONFIDENTIALITY?**

While many Fuller administrators, faculty, and staff are ordained clergy, their role at the seminary takes precedence as to whether or not they are mandated reporters. For example, ordained administrators/supervisors at Fuller are mandated reporters, as are ordained faculty who are supervisors/administrators or who advise student groups.

#### **QUESTIONS?**

Please direct questions about this policy and/or as to whether you are a Responsible Employee and/or Campus Security Authority to Teresa Lewis, Director of Institutional Policy Compliance & Title IX Administrator, at [tlewis@fuller.edu](mailto:tlewis@fuller.edu) or 626-584-5357.

9/15/16