

F.A.Q.s for Responsible Employees

The CUNY Policy on Sexual Misconduct states that “responsible employees” have a duty to report to the Title IX Coordinator incidents of sexual harassment, gender-based harassment or sexual violence, *including all relevant details that were disclosed to the responsible employee.*

1. How do I know if I am or someone else is a responsible employee?

CUNY's Policy on Sexual Misconduct,

http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/SexualMisconduct.pdf, lists categories of responsible employees on page 11¹.

2. When should I report an incident to the Title IX Coordinator?

You should report the incident immediately after you become aware of the incident, whether by your own observation or by a report from another individual. The Title IX Coordinator is Christopher Todd Carozza, who can be reached at ccarozza@lagcc.cuny.edu, 718-482-5088, E Building, Room E512.

3. What should I do if I cannot reach the Title IX Coordinator?

If the incident involves only students, you should report the incident to your campus Director of Public Safety or Chief Student Affairs Officer. If it involves an employee and a student, you should report the incident to your campus Director of Public Safety, Chief Student Affairs Officer, or Director of Human Resources. If only employees are involved, you should report the incident to the Director of Public Safety or Director of Human Resources. They will inform the Title IX Coordinator.

4. What should I do first when an individual starts telling me about an incident of *sexual harassment, gender-based harassment, or sexual violence*?

Gently interrupt that person as soon as possible to advise him or her of your reporting obligations, and ask if he or she still wants to describe the incident to you. Explain that the Title IX Coordinator will only share the information with those who need to know in order to take appropriate action to address the problem. Advise the person that you can help him/her contact the Title IX Coordinator who can fully explain the services available and the steps to be taken to address the incident.

¹ Most CUNY employees are responsible status employees. However, while the Policy strongly encourages but does not require CUNY faculty to report such matters, CUNY faculty members have the duty to report to the Title IX Coordinator all relevant details known about incidents alleging sexual misconduct behavior when they are (1) Department Chairpersons/Executive Officers, (2) serving as faculty advisors to student groups, or (3) at times when CUNY faculty are leading or supervising students on off-campus trips (e.g. locally or in a study abroad program).

5. If the complainant says that she or he wants you to maintain confidentiality, what should I do?

Prior to hearing the particulars of the complaint, you should advise the complainant that you may not maintain confidentiality. If the complainant continues to state that he or she wants confidentiality, you should direct student complainants to the college counseling center and employee complainants to Human Resources so that they may provide information to the employee about confidential counseling services through CUNY's Work/Life Program.

If the complainant is a student who does not want to discuss a matter, except confidentially, then please refer the student to the Wellness Center. You may make a direct referral to **Frank Laterra-Bellino, Director, Wellness Center**. He can provide students, confidentially, with information about related supportive resources. Mr. Laterra-Bellino can be reached at flaterra-bellino@lacc.cuny.edu, and 718-482-5471.

6. What is a *confidential* status employee?

Confidential status employees are members of the Wellness Center, the Women's Center, and Nurse practitioner and Health Office staff who receive such information while working in the course of their duties. They can not report any information about an incident to the Title IX Coordinator or other employees without the complainant student's consent unless there is an imminent threat to the complainant or any other person.

7. What if a student complainant is reluctant to describe the incident because it involved the use of drugs and/or alcohol?

You should advise the complainant that under *CUNY's Drug and Alcohol Use Amnesty Policy* students acting in good faith who report or experience an incident of sexual harassment, gender-based harassment or sexual violence that involved the use of drugs and/or alcohol will not be disciplined in connection with the incident. Instead, the Policy requires participation in education and/or treatment, as appropriate.

8. What if it appears that the complainant is in *immediate danger*?

Call 911. After calling 911, you should also call campus Public Safety.

9. Essential Contact Information:

Christopher Todd Carozza, Esq., TITLE IX Coordinator: E Building, Room E512, 718-482-5088, ccarozza@lagcc.cuny.edu

Public Safety Director- James Grantham, Office of Public Safety, Room M145, 718-482-5559, jgrantham@lagccc.cuny.edu

Public Safety Emergency: 718-482-5555.