

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?

Click [here](#) to view CUNY's Policy on Sexual Misconduct; the categories of responsible employees are listed on page 17. Almost all employees of the College are responsible status employees, except the confidential status employees, described in #6, below, and most faculty; faculty are strongly encouraged to report any possible sexual misconduct. However, some faculty are mandated reporters in certain roles.¹

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 or information from another individual, regardless of whether you deem it a rumor or gossip. Do not make a credibility assessment; just report what you know. **Interim Director/Title IX Coordinator of Compliance and Diversity is Gabriela Leal, who can be reached at gleal@jjay.cuny.edu, 646.557.4674, Haaren Hall, Rm 622T.**

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

You should first contact the Office of Public Safety. They will inform the Interim Director/Title IX Coordinator. If the incident involves only students, you should also report the incident the Dean of Students' Office. If the incident involves an employee and a student, you should also report the incident to the Dean of Students' Office and the Director of Human Resources. If only employees are involved, you should report the incident also to the Director of Human Resources. They must all inform the Interim Director/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.

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

¹ While the Policy strongly encourages but does not require all CUNY faculty and employees to report acts of sexual harassment or misconduct, the following categories of individuals are "**Responsible Employees**" who **MUST** disclose all relevant details about incidents involving sexual harassment or misconduct related to a member of the CUNY/John Jay community of which they become aware: **a)** University Title IX Director, **b)** College Title IX Coordinator and staff, **c)** Office of Public Safety employees, **d)** Vice President for Student Affairs or Dean of Students and all staff housed in those offices (other than staff that are designated as confidential employees), **e)** Residence Life staff in CUNY owned or operated housing, including Resident Assistants, **f)** Directors and Deputy Directors of Human Resources, **g)** College President, Vice Presidents and Deans, **h)** Athletics Staff, **i)** Department Chairpersons/Executive Officers, **j)** CUNY Office of the General Counsel attorneys and College/unit attorneys, **k)** College/unit labor designee, **l)** Faculty and staff members at times when they are leading or supervising students on off-campus trips, **m)** International Education Liaisons/Study Abroad Campus Directors and Field Directors, **n)** All employees at Hunter College Campus Schools, **o)** College Childcare Center staff, and **p)** Managers or supervisors, regarding alleged Sexual Misconduct involving people who report to them. For more information, see the CUNY Sexual Misconduct Policy linked above.

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.

Always offer the student a copy of the CUNY *Students' Bill of Rights*.

If the complainant is a student who does not want to discuss a matter, except confidentially, then please refer the student to the Counseling Department. You may make a direct referral to **Jessica Greenfield, Women's Center Counselor/Gender-Based Violence Prevention and Response Advocate**. She can provide students, confidentially, with information about supportive resources. Ms. Greenfield can be reached at jgreenfield@jjay.cuny.edu, 646.557.4535, Rm L.67.07.

6. What is a *confidential* status employee?

Confidential status employees are members of the Counseling Department the Women's Center for Gender Justice Nurse practitioner and Health Office staff who receive such information while working in the course of their duties. They cannot report any information about an incident to the Title IX Coordinator/Interim Director 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 student 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:

Gabriela Leal Interim Director/Title IX Coordinator of Compliance and Diversity: Haaren Hall, Rm 622T, 646-557-4674, glead@jjay.cuny.edu.

Jessica Greenfield, Counseling Center and Gender Based Violence Prevention and Response Advocate: Rm L.67.07, 646-557-4535, jgreenfield@jjay.cuny.edu.

Diego Redondo, Public Safety Director at Central Command: L2.61.00 NB, 212-237-8524.
Public Safety Emergency: 212-237-8888. (Ext. 8888 from any John Jay campus phone)

It is the complainant's decision to contact law enforcement but campus Public Safety can facilitate that. The Office of Public Safety can also provide interim protective measures on campus.