



## UNIVERSITY OPERATING PROCEDURE

### **Title:** Designation and Responsibilities of UVM Reporters

#### Overview

It is an essential goal of the University of Vermont to promote and seek to provide a safe learning, living, working, and campus environment for its community members and visitors. Towards that end, the University encourages all members of the campus community to contact UVM Police Services when they have been the victim of, or have witnessed, criminal actions, and to contact the Office of Affirmative Action and Equal Opportunity (AAEO) if they have experienced or witnessed acts of discrimination or harassment. The University, and in some cases federal law, further requires certain employees ("UVM Reporters") to make such reports, as outlined herein. UVM Reporters are identified and notified annually by the University's Clery Act Coordinator of their responsibilities.

#### Applicability of the Procedure

This Operating Procedure applies to all University of Vermont personnel. For the purpose of this UOP, personnel includes, but is not limited to, faculty, staff, volunteers, student employees, and individuals hired or contracted to perform a function that is generally associated with an employment relationship (i.e., temporary employee, student employees).

#### Definitions

Clery Crimes: the following (alleged) crimes occurring within the University's Clery Geography must be reported:

1. Criminal Offenses (Also called "Primary Clery Crimes")
  - Murder/Non-Negligent Manslaughter
  - Manslaughter By Negligence
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson

2. Violence Against Women Act (VAWA) Offenses
  - Domestic Violence
  - Dating Violence
  - Stalking
  
3. Hate Crimes: In addition to the offenses listed above, where a victim is intentionally selected because of their actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability, the following crimes shall be reported as Hate Crimes according to the category of prejudice evidenced:
  - Simple Assault
  - Intimidation
  - Larceny-Theft
  - Vandalism
  
4. State and Local Ordinance Violations: Violations of state, local, or federal weapons, drug, or liquor laws. Note that violations weapons, drug and liquor laws are only reported in the Annual Security Report if an arrest was made or if the matter was referred for campus conduct proceedings.

Clery Geography:

is comprised of three property types:

- On Campus Property: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the institution but controlled by another person and is frequently used by students and supports institutional purposes. [see [UVM Main Campus Clery Geography](#)]
  - Student Housing Facilities: A subset of On Campus Property that includes any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.
  
- Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
  
- Public Property: All thoroughfares, streets, sidewalks, and parking facilities within the campus, or immediately adjacent to and accessible from the campus.

Discrimination, Harassment, and Sexual Misconduct: Please see the [Discrimination, Harassment, and Sexual Misconduct Policy](#).

UVM Reporters:

An individual with reporting responsibilities related to Clery Crimes that have occurred within the University's Clery Geography, as well as incidents of discrimination and harassment, including incidents of Sexual Misconduct, that involve a member of the University community (e.g. faculty, staff, student, or

affiliate), as detailed in this procedure and defined in the [University's Campus Safety and Security: Clery Act Policy](#) and [Discrimination, Harassment, and Sexual Misconduct Policy](#). By way of illustration, UVM Reporters include, but are not limited to:

- Members of the University of Vermont Department of Police Services and contract security personnel;
- A supervisor, manager, or higher level employee;
- A chair, director, or dean of an academic unit;
- Full and part time faculty members;
- Personnel with oversight responsibilities for students or student employees;
- Advisors to recognized student organizations;
- Coaches and coaching staff; and
- Any other individuals considered to be a [Campus Security Authority](#) pursuant to the Clery Act.

For purposes of this Policy, employees who have a legally recognized confidential relationship with the individual who has reported a Clery Crime or incident of discrimination or harassment, such as licensed health care providers and mental health counselors in the Center for Health and Well Being or the Employee Assistance Program, and the Campus Victim's Advocate (collectively, "Confidential Employees"), do not constitute UVM Reporters. However, while Confidential Employees are exempt from the definition of a UVM Reporter, they nevertheless are required by University policy to report de-identified statistical information of discrimination, harassment, and sexual misconduct incidents (including the nature, date/time, and general location) to AAEO as detailed in "Step 2" of this Procedure. Further, pursuant to the Clery Act, the Campus Victim's Advocate must also, at all times, comply with the crime statistic reporting obligations as detailed in "Step 1" of this Procedure.

## Procedures

### Identification and Training of UVM Reporters

It is the responsibility of the University's Clery Coordinator, in cooperation with the Division of Student Affairs, Human Resource Services, and the Office of Affirmative Action and Equal Opportunity, to annually identify who, as a result of their job duties at the University, constitutes a UVM Reporter.

Based on the list compiled by the Clery Coordinator, an annual notice will then be distributed to all UVM Reporters informing them of their responsibilities under federal law and University policy using individuals' official [uvm.edu](#) e-mail addresses. Should a UVM Reporter not possess an official UVM email address, the annual notice will be distributed to them via the email address they have provided the University for official communications. This annual notice will include mandatory training materials detailing what incidents must be reported and how to report in accordance with this policy.

Additionally, the University ***strongly encourages*** all UVM Reporters to complete a comprehensive training program to familiarize themselves with their obligations under federal law and applicable University policies on an annual basis. Instructions for appropriate training will be detailed in the annual notice, with periodic announcements and updates communicated by the Clery Coordinator.

With respect to contracted security personnel, UVM Reporter designations and responsibilities shall be documented and communicated as part of a services agreement.

## Crime Reporting

All UVM Reporters are **required** to report certain (alleged) crimes, including hate crimes and instances of sexual misconduct, of which they become aware to help inform whether a timely warning or emergency notification to the campus community is warranted; to allow Police Services to optimize the safety of our campus community; to ensure proper statistical inclusion of reported crimes in the University's Annual Security Report, in compliance with federal law; to facilitate and ensure appropriate support and institutional response in cases of discrimination and harassment, including all forms of sexual misconduct.

**Call 9-1-1 immediately if a crime or other emergency is in progress**, or if at any time there is an imminent or continuing threat of harm to persons or property.

**In all other cases**, upon the receipt of information that a crime or incident of discrimination or harassment (including sexual misconduct) has occurred, the UVM Reporter **MUST**:

1. **Promptly fill out a crime statistic form** at [www.uvm.edu/police/csa](http://www.uvm.edu/police/csa), regardless of whether the individual who disclosed the incident to you chooses to file a police report, as outlined above.

*The name of the alleged victim(s) should not be included unless:*

- The incident involves abuse or neglect of minors<sup>1</sup> or vulnerable adults<sup>2</sup>;
- The incident presents an "imminent or continuing threat of harm"<sup>3</sup>; or
- The UVM Reporter is given permission to do so.

UVM Reporters are not responsible for determining authoritatively whether a crime took place. A report should be made based on the information currently available to them, including location, name(s) of alleged perpetrators or witnesses, and an incident description.

2. **Promptly contact AAEO** to facilitate appropriate support and institutional response, if the (alleged) incident involves discrimination or harassment:
  - **Sexual Harassment and Misconduct:** [TitleX@uvm.edu](mailto:TitleX@uvm.edu) or [Title9@uvm.edu](mailto:Title9@uvm.edu)
  - **All Other Forms of Discrimination and Harassment:** [Bias, Discrimination & Harassment Incident Reporting Form](#)

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<sup>1</sup> Vermont law **requires** that certain professionals report to the Vermont Department for Children and Families (DCF) any incident arising as to which there is reasonable cause to believe a minor has been sexually abused or neglected. In addition, to protect optimally the safety of minors who are participating in University programs and activities, the University **requires** any employee who has reasonable cause to believe that a minor participating in such program or activity has been abused or neglected to report the concern promptly to DCF and UVM Police Services. You need not have proof that abuse or neglect has occurred. Any uncertainty in deciding whether to report suspected abuse or neglect should be resolved in favor of making a good faith report. **Please see** the [Minors; Reporting Abuse or Neglect of and Crime University Operating Procedure](#).

**DCF Child Abuse Hotline: 1-800-649-5285 UVM Police Services: (802) 656-3473**

<sup>2</sup> Vermont law further **requires** that certain professionals listed in 33 V.S.A. § 6903 report within 48 hours to the Vermont Department of Disability, Aging, and Independent Living any incident arising as to which there is reasonable cause to believe a vulnerable adult has been abused or neglected by calling the Abuse Reporting Hotline at 1-800-564-1612. In addition, to protect optimally the safety of vulnerable adults who are participating in University programs and activities, the University **requires** any employee who has reasonable cause to believe that a vulnerable adult participating in such program or activity has been abused or neglected to report the concern promptly to the Department of Disability, Aging, and Independent Living and UVM Police Services. You need not have proof that abuse or neglect has occurred. Any uncertainty in deciding whether to report suspected abuse or neglect should be resolved in favor of making a good faith report. **Please see** the [Vulnerable Adults; Reporting Abuse, Neglect or Exploitation of, and Crimes University Operating Procedure](#).

**Abuse Hotline: 1-800-564-1612**

**UVM Police Services: (802) 656-3473**

<sup>3</sup> The University presumes as a matter of policy that incidents of relationship violence and stalking constitute a continuing threat of harm to the targeted individual, thereby requiring notification of UVM Police Services, including names of the individuals involved, to maximize both personal and campus safety, unless such notification by the UVM Reporter is constrained by law (e.g. doctor-patient confidentiality).

3. **Make the individual with whom they are in contact aware of their option to report the incident to local law enforcement** (UVM Police Services: 284 East Avenue; 656-3473) **and that UVM makes confidential and non-confidential resources available** to the campus community that may be helpful to individuals who have experienced or witnessed an alleged crime, or incident of discrimination or harassment.

**Compilation of Statistics for Annual Safety and Security Report**

UVM Police Services is responsible for the collection and compilation of crime statistics for Clery qualifying crimes, including hate crimes, through exercise of their traditional duties, working relationships with area law enforcement agencies, affirmative outreach to law enforcement agencies serving the University’s non-campus property outside of Vermont, and receipt of Reporting Forms through [www.uvm.edu/police/csa](http://www.uvm.edu/police/csa).

In addition, UVM Police Services shall query UVM Responsible Officials for campus conduct processes at the close of each calendar year as to violations of state and local ordinances (drug abuse, liquor, and weapons law) occurring within Clery Geography for inclusion within the Annual Security Report, including: (1) the number, (2) location within Clery Geography, and (3) classification of violations (e.g. drug, liquor, or weapons laws). UVM Police Services, in cooperation with local law enforcement agencies, shall track arrests of the same. UVM Reporters must contact the appropriate campus disciplinary body – Center for Student Conduct (Students); College of Medicine Office of Student Affairs (COM Students); Human Resource Services (Faculty and Staff) – in accordance with applicable University policies, when witness to violations of liquor, drug abuse or weapons laws, or UVM policies concerning the same.

Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Clery Coordinator (for Clery crime reporting and UVM Reporter designations questions)	(802) 656-3052
UVM Police Services (for safety and crime response)	<b>Emergency: 9-1-1 (6-FIRE if on campus)</b> Headquarters: (802) 656-3473
Affirmative Action and Equal Opportunity (for discrimination and harassment reporting)	(802) 656-3368

**Other Campus and Community Resources:**

- Chittenden Unit for Special Investigations (CUSI) (802) 652-6800
- UVM Medical Center Emergency Department (*confidential*) (802) 847-2434  
\*including SANEs – Sexual Assault Nurse Examiners
- Dean of Students Office (802) 656-3380
- Campus Victim’s Advocate (*confidential*) (802) 656-7892 or (802) 656-9538 (direct)
- UVM Counseling & Psychiatry Services (*confidential*) (802) 656-3340  
\*For after-hours assistance, select voicemail #2.
- Howard Center Mobile Crisis Team (*confidential*) (802) 488-6400  
Rapid 24/7 Mental Health Assistance

Student Health Center (*confidential*)

(802) 656-3350

Employee Assistance Program (*confidential*)

(802) 864-EAPØ or  
(866) 660-9533

24-hour free and confidential community services are also available in the greater Burlington community specific to individuals who have experienced sexual harassment, sexual violence, relationship violence, or gender-based stalking, regardless of gender-identity or sexual orientation:

H.O.P.E. Works  
(formerly the Women’s Rape Crisis Center)

(802) 863-1236 or  
(800) 489-7273

Steps to End Domestic Violence  
(formerly Women Helping Battered Women)

(802) 658-1996

\*24 hour in-person response to the UVM Medical Center  
Emergency Department is available.

SafeSpace (LGBTQA Survivors)

(802) 863-0003 or  
(866) 869-7341

### Forms/Flowcharts/Diagrams

- [Bias, Discrimination & Harassment Incident Reporting Form](#)
- [UVM Reporter/CSA Reporting Form](#)

### Related Documents/Policies

- [Alcohol, Cannabis, Tobacco, and Other Drug Use – Students Policy](#)
- [Alcohol, Cannabis, Tobacco, and Other Drug Use – Faculty and Staff Policy](#)
- [Campus Safety and Security: Clery Act Policy](#)
- [Discrimination, Harassment, and Sexual Misconduct Policy](#)
- [Minors; Reporting Abuse or Neglect of and Crimes Operating Procedure](#)
- [Personal Safety and Security Policy](#)
- [Vulnerable Adults; Reporting Abuse, Neglect or Exploitation of, and Crimes Procedure](#)
- [Weapons Policy](#)

### Training/Education

Training related to this policy is as follows:

<b>Training Topic:</b>	UVM Reporter Role and Responsibilities		
<b>Training Audience:</b>	UVM Reporters	<b>Delivered By:</b>	Police Services, AAEO, Student Affairs, and General Counsel
<b>Method of Delivery:</b>	Available through Professional Development and Training	<b>Frequency:</b>	Recommended Annually

## About This Procedure

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	Chief Safety and Compliance Officer
<b>Affiliated Policy Number(s):</b>	V. 3.3.2	<b>Effective Date:</b>	August 11, 2020
<b>Revision History:</b>	<ul style="list-style-type: none"> <li>• Approved by the Vice President for Finance and Administration and University Treasurer May 1, 2013</li> <li>• Approved by the Vice President for University Relations &amp; Administration July 15, 2013</li> <li>• Approved by the Vice President for University Relations and Administration February 3, 2015</li> <li>• Approved by the Vice President for University Relations and Administration on September 27, 2016</li> <li>• Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Operations and Public Safety (VPOPS) on October 1, 2019. Title of VPOPS changed to Chief Safety and Compliance Officer July 2022</li> <li>• August 11, 2020</li> </ul>		

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*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).*