

TITLE IX ADMINISTRATIVE PROCEDURES, PART B: REPORTING PROCEDURES

Approved by:	Title IX Coordinator
History:	Issued: 8/01/2025
	Revised: --
	Last Reviewed: --
Responsible University Office:	Title IX Office
Responsible Official(s):	Title IX Coordinator
Policy Category(ies):	Equity Affairs Human Resources Student Affairs

TABLE OF CONTENTS

I.	Purpose	1
II.	Scope and Application	1
III.	Authority	1
IV.	Reporting Requirements for Responsible Employees	1
V.	Identification of Confidential Employees	2
VI.	Reporting Rights and Options for Complainants and Student Bystanders.....	3
A.	Right to Report.....	3
B.	Options for Reporting.....	3
1.	Title IX Coordinator	3
2.	University Department of Public Safety and Other Law Enforcement Agencies	4
3.	Other University Personnel	5
4.	Department of Education’s Office of Civil Rights.....	6
C.	Confidential Resources	6
D.	Medical Care, Preservation of Physical Evidence and Forensic Exams	8
E.	Community Services	9
1.	Community-Based Sexual Assault Crisis Centers.....	9
2.	Community-Based Domestic Violence Agencies	10
F.	Time for Reporting	11
G.	Amnesty for Personal Use of Alcohol or Other Drugs by Students.....	11

VII.	Delivery of Reports to the Title IX Coordinator	11
VIII.	Prohibition on False Reports	11
IX.	Additional Resources.....	12

PART B: REPORTING PROCEDURES

I. Purpose

The purpose of these Reporting Procedures is to describe the various respective rights, obligations, and options students and employees at the University have to report information about conduct that reasonably may constitute sexual harassment under the University's Title IX Policy or Title IX.

II. Scope and Application

These Reporting Procedures apply to all University students and employees and all other individuals who fit the definition of "complainant" provided in the Procedure Definitions, as described herein.

III. Authority

These Reporting Procedures are promulgated pursuant section XIV.A of the Title IX Policy.

IV. Reporting Requirements for Responsible Employees

(A) Any Responsible Employee **must** notify (*i.e.*, make a Report to) the Title IX Coordinator promptly when that Responsible Employee has information about conduct that reasonably may constitute sexual harassment under Title IX.

(1) A Responsible Employee needs only a good faith belief that sexual harassment may have occurred. A Responsible Employee does not need to have definite proof or be 100% positive that sexual harassment has occurred before making a Report. It is the responsibility of the Title IX Coordinator and their team to gather evidence and make determinations about proof. A Responsible Employee shall not endeavor to conduct an investigation into whether sexual harassment occurred.

(2) The duty to notify the Title IX Coordinator is personal to each Responsible Employee and is not satisfied merely by telling the information to a supervisor or assuming someone else has notified the Title IX Coordinator.

The only exception is that an employee who has personally been subjected to conduct that reasonably may constitute sexual harassment is not required to make a Report about that conduct.¹

¹ An employee who has been subjected to conduct that reasonably may constitute sexual harassment will be considered a "complainant" with respect to such conduct for purposes

(B) Responsible Employees are not permitted to keep details about possible sexual harassment confidential or private from the Title IX Coordinator. Accordingly, if a Responsible Employee believes someone may disclose information about possible sexual harassment to them, the Responsible Employee, before receiving the disclosure, should inform that individual about the Responsible Employee's obligation to make Reports and inform the individual that there are other confidential resources available.

(C) The Title IX Coordinator will inform Responsible Employees about available (and preferred) means of making Reports to satisfy this reporting requirement.

(D) If, upon learning of conduct that reasonably may constitute sexual harassment, a Responsible Employee suspects or knows there is a serious and imminent or continuing threat to anyone, the Responsible Employee should **immediately** contact the University Department of Public Safety or other law enforcement agency about the matter **before** making their Report to the Title IX Coordinator.

(E) If, upon learning of conduct that reasonably may constitute sexual harassment, a Responsible Employee suspects a child (a minor) has been harmed or is at risk of being harmed by abuse or neglect, the Responsible Employee **must** make a report to the Illinois Department of Children & Family Services (DCFS) as required under the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5, before making their Report to the Title IX Coordinator.

V. Identification of Confidential Employees

(A) Employees who qualify as Confidential Employees will be expressly notified of such fact. ***Any employee who is not expressly informed that they are a confidential employee should assume they are a Responsible Employee and act accordingly.***

(B) In the event the Institutional Review Board approves a human-subjects research study designed to gather information about sexual harassment at the University (as contemplated in section IV(G)(3) of the Procedure Definitions), the University Office of Sponsored Programs and Research should inform the Title IX Coordinator of such fact as soon as reasonably practicable. The Title IX Coordinator will then work with the employees set to conduct such study and inform them of their special obligations as Confidential Employees.

of these Reporting Procedures, even if that employee qualifies as a "Responsible Employee" for any/all other purposes.

VI. Reporting Rights and Options for Complainants and Student Bystanders

A. Right to Report

(1) A complainant has the right, but is not required, to make a Report to the Title IX Coordinator about any conduct they have experienced that they believe constitutes sexual harassment or retaliation. A complainant may also report the conduct to other University personnel, a confidential resource (including a Confidential Advisor), or government agency as described in paragraphs B – C of this Section.

(2) A survivor of an incident of sexual violence, dating violence, domestic violence, or stalking has the right to report or not to report the incident to the University (including to the Title IX Coordinator or a Confidential Employee), to law enforcement (including the University Department of Public Safety), or to both.

(3) Student bystanders are not required to report instances of conduct that reasonably may constitute sexual harassment or retaliation, but they are encouraged to do so by any appropriate means described in paragraph B of this Section.

B. Options for Reporting

Complainants and bystanders have a variety of options for reporting conduct that they believe may constitute sexual harassment, and the University encourages them to choose the option with which they are most comfortable.

1. Title IX Coordinator

(i) A Report may be made directly to the Title IX Coordinator as follows:

Kaitlyn Anne Wild
Director of Compliance and Title IX Coordinator
1 University Parkway, G328
University Park, IL 60484
Telephone: 708.534.4846
Email: titleixofficer@govst.edu

(ii) Except for Responsible Officials, individuals may also make Reports to either of the Deputy Title IX Coordinators, if they prefer:

Damon Sloan
Executive Dir. of Community Standards & Student Advocacy,
Deputy Title IX Coordinator

1 University Parkway, C1312
University Park, IL 60484
Telephone: 708.235.2228
Email: dsloan@govst.edu

Peter Rockey
Executive Dir. of Employee and Labor Relations,
Deputy Title IX Coordinator
1 University Parkway, C1361
University Park, IL 60484
Telephone: 708.235.7468
Email: prockey@govst.edu

(iii) A Report may also be made through the University's Title IX web portal:

<https://govst.caseiq.app/portal>

(iv) If an individual wishes to make an ***anonymous Report***, they must use the Title IX web portal. Responsible Employees should not make their Reports anonymously.

(v) The Title IX Coordinator is not a confidential resource, and complete privacy or confidentiality is not guaranteed and should not be expected.

2. University Department of Public Safety and Other Law Enforcement Agencies

(i) A report may be made to the University's Department of Public Safety (campus law enforcement) as follows:

Department of Public Safety
Police Services
1 University Parkway, C1375
University Park, IL 60684
Telephone: 708.534.4900 (non-emergency)
Or 9-1-1 (emergency)

Employees working for the Department of Public Safety are Responsible Employees. Accordingly, they are required to make a Report to the Title IX Coordinator every time they learn information about conduct that reasonably may constitute sexual harassment.

(ii) Reports may also be made to other (off-campus) local law enforcement agencies, including:

- (a) University Park Police Department
698 Burnham Drive
University Park, IL 60484
Telephone: 708.534.0913
Website: <https://university-park-il.com/departments/police/index.php>
- (b) Will County Sheriff's Office
Will County Public Safety Complex
16911 W. Laraway Road
Joliet, IL 60433
Telephone: 815.727.8574 (main line)
Website: <https://www.willcosheriff.org/>

In case of emergency, call 9-1-1.

(iii) Law enforcement agencies are not confidential resources, and complete privacy or confidentiality is not guaranteed and should not be expected. The University Department of Public Safety is in regular contact with, and works with, other law enforcement agencies with jurisdictions near campus. Accordingly, information reported to other law enforcement agencies may very well be disclosed to the University.

3. Other University Personnel

(i) A report may be made to any University Responsible Employee, and that Responsible Employee will make a Report to the Title IX Coordinator based on the information provided by the complainant or bystander.

(ii) Responsible Employees in the following University departments are common recipients of reports from different types of complainants and/or student bystanders:

- (a) Office of the Dean of Students
1 University Parkway, C1310
University Park, IL 60684
Telephone: 708.235.7595
Email: deanofstudents@govst.edu
- (b) University Housing Professional Staff:

Auxiliary Services & University Housing
1 University Parkway, C1330

University Park, IL 60484
Phone: 708.235.7110
Email: housing@govst.edu

Prairie Place Residence Hall
1 Prairie Place, 107
University Park, IL 60484
Telephone: 708.235.7115
Email: housing@govst.edu

(c) Human Resources Department
1 University Parkway, C1360
University Park, IL 60684
Telephone: 708.534.4100
Email: hr@govst.edu

(iii) No Responsible Employee is a confidential resource, and complete privacy or confidentiality is not guaranteed and should not be expected when making a report to one of them.

4. Department of Education's Office of Civil Rights

Suspected violations of Title IX by the University may be reported to the U.S. Department of Education Office for Civil Rights (OCR), which enforces several federal laws, including Title IX, through the OCR's complaint process. A timely complaint can be filed online, by mail, by email, or by fax, as described at:

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

C. Confidential Resources

The University has made the following confidential resources available, if a complainant wishes to disclose information about sexual harassment without a Report being made to the Title IX Coordinator:

- (1) **Confidential Advisors** provide emergency and ongoing support to survivors of sexual violence and relationship violence. A Confidential Advisor will provide confidential services and have privileged and confidential communications with survivors. They will inform the survivor of optional next steps regarding reporting options and possible outcomes, will notify the survivor of resources and services available on campus and in the community, and will inform the survivor of their rights and the University's responsibilities to enforce orders of protection and no contact orders. If requested by the survivor, a Confidential Advisor will liaise with appropriate University personnel to secure supportive measures (as defined in the

University's Title IX Policy), and will liaise with appropriate University personnel, law enforcement, and community resources to assist the survivor with contacting resources and/or reporting an incident. Confidential Advisor services are provided to students and employees by:

YWCA Metropolitan Chicago

320 West 202nd St.

Chicago Heights, IL 60411

General Telephone: 708.754.0486

General Website: <https://ywcachicago.org/>

Rape Crisis Hotline: 888.293.2080

Hotline Webpage: <https://ywcachicago.org/advancing-healing-safety-and-belonging#rape-crisis-hotline>

- (2) ***The University Counseling and Wellness Center (CWC)*** provides individual counseling, support, and resources to students who have experienced sexual harassment. Speaking with a licensed counselor at the CWC may be helpful for complainants or survivors trying to decide how to proceed. Because of the privileged nature of these conversations, the CWC will not share information about a patient/client (including whether that individual has received services) with the Title IX Coordinator or any other employee of the University without that patient/client's express written permission. The CWC may submit, however, non-identifying information about the incident for purposes of making a statistical report under the Clery Act. The CWC can be accessed as follows:

Campus Location: Room A1120

Hours: Monday - Friday, 8:30AM – 5:00PM

Telephone: 708.235.7334

Email: studentcounseling@govst.edu

Website: <http://www.govst.edu/counselingcenter/>

- (3) ***The University's Health Center*** (run by Advocate Aurora Health), which is part of the CWC, can provide students with non-emergency or follow-up medical services, including testing for pregnancy or sexually transmitted infections, and provide an opportunity to discuss any health care concerns related to the incident in a confidential medical setting. The Health Center is committed to protecting the privacy and confidentiality of all patient/client health information. All patient interactions with the Health Center are considered strictly confidential.

Campus Location: Room A1120

Hours: Mondays - Thursdays, 9:00PM – 4:00PM;

Fridays, 9:00AM – 1:00PM
Phone: 708.235.2114
Website: <https://www.govst.edu/cwc-health-center/>

- (4) ***The State of Illinois' Employee Assistance Program (EAP)*** is a free, voluntary, and confidential program available to employees that provides a valuable resource for support and information during difficult times, including problem identification, counseling, and referral services for employees regardless of the health plan chosen by the employee. Through the EAP, employees will be directed to counseling services to assist them with a variety of concerns, including, but not limited to sexual violence and domestic violence, conflict at work, and stress. ***Any employees who access these services should be sure to identify themselves as an employee of the State of Illinois.*** More information is available from the Illinois Department of Central Management Services website at <https://cms.illinois.gov/benefits/stateemployee/employeeassistanceprogram.html>

D. Medical Care, Preservation of Physical Evidence and Forensic Exams

- (1) The University encourages all complainants (especially, but not limited to, survivors of sexual violence) to seek assistance from a medical care provider and/or law enforcement as soon as possible following an incident that poses a threat to their safety or physical well-being.
- (2) This is the best option to provide physical safety, emotional support, and medical care to a complainant. It is also the best option to ensure preservation of evidence, which may only exist for a limited period.
- (i) For example, physical evidence of sexual violence can be identified, collected, and preserved through a sexual assault forensic exam conducted by a trained medical professional (such as a Sexual Assault Nurse Examiner) using a “rape kit.”
- (ii) Additional guidance on preserving physical evidence can be found via RAINN (Rape, Abuse & Incest National Network): <https://rainn.org/get-information/sexual-assault-recovery/rape-kit>.
- (3) The Department of Public Safety, or other University personnel, will escort a complainant to a safe place and provide or arrange for safe transportation to a local medical care provider at the complainant's request.
- (4) Local medical care providers can provide emergency and/or follow-up medical services beyond what is available on campus and provide an opportunity to discuss any health care concerns related to an incident in a

confidential medical setting. Local emergency medical care providers include:

Advocate South Suburban Hospital

Location: 17800 S. Kedzie Ave., Hazel Crest, IL 60429

General Telephone: 708.799.8000

General Website: <https://www.advocatehealth.com/ssub/>

Sexual Assault Treatment Center (staffed with trained medical professionals and equipped to conduct sexual assault forensic examinations free of charge)

Center Webpage: <https://www.advocatehealth.com/ssub/health-services/sexual-assault-treatment-center>

Center Telephone: 708.213.4611

Franciscan Health Emergency Medicine

Location: 20201 S. Crawford Ave., Olympia Fields, IL 60461

General Telephone: 708.679.2222

General Website: <https://www.franciscanhealth.org/find-a-location/franciscan-health-emergency-medicine-olympia-fields-219348>

Center of Hope (Sexual Assault Treatment) (staffed with trained medical professionals and equipped to conduct sexual assault forensic examinations free of charge)

Center Webpage: <https://www.franciscanhealth.org/conditions-and-services/emergency-medicine/center-of-hope-sexual-assault-treatment>

E. Community Services

Complainants, especially (but not limited to) survivors of sexual violence, dating violence, domestic violence, and stalking, have options for reporting their experiences to off-campus agencies and groups that may be able to provide supportive services as part of their work in local communities.

1. Community-Based Sexual Assault Crisis Centers

(i) Multiple community-based sexual assault crisis centers provide services to survivors in Cook, Will, and Kankakee Counties, including:

YWCA Metropolitan Chicago

Local Office: 320 West 202nd St., Chicago Heights, IL 60411

General Telephone: 708.754.0486

General Website: <https://ywcachicago.org/>

24-Hr. Rape Crisis Hotline: 888.293.2080

Hotline Webpage: <https://ywcachicago.org/advancing-healing-safety-and-belonging#rape-crisis-hotline>

Guardian Angel Community Services

Main Office: 168 N. Ottawa St., Joliet, IL 60432

General Telephone: 815.729.0930

General Website: <https://www.gacsprograms.org/>

24-Hr. Sexual Assault Hotline: 815.730.8984

24-Hr. Domestic Violence Hotline: 815.729.1228

Clove Alliance

Main Office: 1440 W. Court St., Kankakee, IL 60901

General Telephone: 815.932.7273

General Website: <https://clovealliance.org/>

24-Hr. Crisis Hotline: 815.932.3322

- (ii) Services provided by community-based sexual assault crisis centers are confidential, and information involving a complainant is not reported back to the University without a request from the complainant.

2. Community-Based Domestic Violence Agencies

- (i) Multiple community-based domestic violence agencies provide services to survivors in Cook and Will Counties, including:

Crisis Center for South Suburbia (CCSS Center)

Mailing Address: P.O. Box 39, Tinley Park, IL 60477

General Website: <https://crisisctr.org/>

24-Hr. Hotline: 708.429.SAFE (7233)

Anew: Building Beyond Violence and Abuse

Mailing Address: P.O. Box 937, Homewood, IL 60430

General Telephone: 708.794.2140

General Website: <https://anewdv.org/>

Client Services: 708.798.7737

Hotline: 708.335.3028

- (ii) Services provided by community-based domestic violence agencies are confidential, and information involving a complainant is not reported back to the University without a request from the complainant.

F. Time for Reporting

Complainants and bystanders are encouraged to report conduct that reasonably may constitute sexual harassment as soon as possible in order to maximize the University's ability to respond promptly and effectively. While there is no time limit on reporting violations of Title IX, if:

- (1) The complainant is not currently participating or attempting to participate in a University education program or activity, the University may not be able to accept a Formal Complaint from such individual as explained in the Grievance Procedures.
- (2) The respondent is no longer a student or employee, the University may not be able to take action against the respondent, but it will still provide support for the complainant (if the complainant is a then-current student or employee).

G. Amnesty for Personal Use of Alcohol or Other Drugs by Students

As a means of removing barriers to reporting, the University will generally offer any student, whether the complainant or a bystander, who reports conduct that reasonably may constitute sexual harassment limited immunity from being charged for policy violations related to the personal use of alcohol or other drugs, provided that any such violations did not and do not place the health and safety of another individual at risk. The University may choose, however, to pursue educational or therapeutic remedies for those individuals.

VII. Delivery of Reports to the Title IX Coordinator

Any Responsible Official who receives a Report must deliver that Report to the Title IX Coordinator ***as soon as possible*** in order for the Title IX Coordinator to coordinate the University's response to such Report in accordance with the Response Procedures.

VIII. Prohibition on False Reports

It is a violation of the University's Title IX Policy for an individual to knowingly submit a false report regarding sexual harassment or retaliation. Such a violation may subject the reporter, if an employee or student, to disciplinary action, up to and including suspension, dismissal, or termination. False reports refer to cases where a reporter lacks a good faith belief that sexual harassment or retaliation might have occurred. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not ultimately substantiated during a Formal Complaint resolution process or other investigation.

IX. Additional Resources

Whether or not a complainant or survivor chooses to make a report to the University, they are urged to seek appropriate help. There are numerous resources available in addition to the ones listed in Section VI, above. Each resource can assist a person to access the full range of services available.

Apna Ghar (community-based gender violence agency)

Office: 4350 N. Broadway, 2nd Fl., Chicago, IL 60613

General Telephone: 773.883.4663

General Website: <https://www.apnaghar.org/>

24-Hr. Crisis Line: 773.334.4663 (talk); 773.899.1041 (text)

Chicago Alliance Against Sexual Exploitation (CAASE)

Office: 307 N. Michigan Ave., Suite 1020, Chicago, IL 60601

General Telephone: 773.244.2230

General Website: <https://www.caase.org/>

Illinois Coalition Against Sexual Assault (ICASA)

Main Office: 100 North 16th Street, Springfield, IL 62703

General Telephone: 217.753.4117

General Website: <https://www.icasa.org/>

RAINN (Rape, Abuse & Incest National Network)

General Website: via <https://rainn.org/>

National Sexual Assault Hotline (24 hours a day, 7 days a week)

Talk: 800.656.HOPE (4613)

Online chat: <https://hotline.rainn.org/online>

Hotline Information Webpage: <https://rainn.org/about-national-sexual-assault-telephone-hotline>

National Domestic Violence Hotline

Talk: 800.799.SAFE (7233)

Text: text “START” to 88788

Online chat available through general website: <https://www.thehotline.org/>

National Sexual Violence Resource Center

General Website: <https://www.nsvrc.org/survivors>

=====END OF PROCEDURE TEXT=====