



Important Information:

- If you are not ready to make a report, but would like confidential support, consider contacting: any of the resources listed [here](#).

Responsible Employees

Bridgewater State University recognizes that you may feel most comfortable disclosing an incident to a University employee that you know well, such as a resident advisor, coach or faculty member. According to Title IX, however, certain employees are required, under nearly all circumstances, to report incidents to the Title IX Coordinator. These employees, known as Responsible Employees, or “REs”, are those with supervisory responsibilities or the authority to address or remediate misconduct.

WHO IS A RESPONSIBLE EMPLOYEE?

Members of the Board of Trustees

The President and Vice Presidents

Assistant and Associate Vice Presidents

The Title IX Coordinator

The Equal Opportunity Officer and the Equal Opportunity Office Personnel

The General Counsel

Campus Police

Institutional Security Officers

Director and Assistant/Associate Director of Human Resources

Departmental Directors and Assistant/Associate Directors

Residence Life Staff (including RDs and RAs)

Athletic Coaches, Assistant Coaches and Athletics Administrators

Studio Managers

Lab Managers

Deans and Assistant/Associate Deans

Academic Department Chairs

Academic and Non-Academic Program Directors/ Coordinators

Faculty/Staff Leading or Chaperoning Travel or Overnight Trips

Faculty /Staff Advisors to Student Organizations

YOUR TITLE IX COORDINATOR

Erin DeBobes, Esq.

Director

Office of Equal Opportunity

Boyden 206

Phone: 508.531.1241

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What are an Responsible Employee's Duties?

1. Duty to Report

Responsible Employees **MUST** immediately report incidents of sexual or gender-based harassment, sexual violence, domestic violence, dating violence, stalking and/or retaliation that are reported to them, which they observe, or which they learn about to the Title IX Coordinator, including:

- The RE's name, position and contact information,
- The date, time and location of the incident,
- The date the incident was reported to the RE,
- The name and contact information of the victim/survivor or other party who reported the incident,
- The name and contact information of the alleged perpetrator (if known),
- A description of the incident (as much factual detail as possible; names of witnesses, if available),
- Whether victim/survivor has requested confidentiality,
- Whether other offices are involved (Has the victim/survivor reported the incident to anyone else on campus, to the police, or to an outside agency?),
- How the RE left the matter with the victim/survivor,
- Whether the victim/survivor requested confidentiality/no investigation,
- Whether the victim/survivor reported the incident to anyone else on campus or to the police or an outside agency, and
- How the RE left the matter with the victim/survivor.

2. Duty to Inform

Before a person reveals information that he or she may wish to keep confidential, an RE should make every effort to ensure that the person understands:

- The **RE's obligation to report to the Title IX Coordinator,**
- The option to request that the University maintain confidentiality/make no investigation, which BSU will consider; and that the University cannot guarantee that it will be able to honor all of such requests,
- The option to report the incident confidentially by speaking to [Counseling](#), [Health Services](#), [EAP](#),
- That he or she is entitled to support services, accommodations and other interim measures, and
- That the University prohibits retaliation.

Important Information:

An RE should **NOT** share information with the police or anyone else without the victim/survivor's consent, or unless the victim/survivor has also reported the incident to the police.

However, under the [Clery Act](#), Campus Security Authorities must provide Campus Police with statistical information regarding all reports of sexual assault, dating violence, domestic violence and stalking, but without identifying information of the victim/survivor.

This information is used by the University to compile an Annual Security Report and to help BSU Police assess and advise the campus of any potential safety risks or concerns.

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Important Information:

If the University honors a victim/survivor's request for confidentiality, it may still consider broader remedied action, such as increased monitoring or security, targeted education, or other measures.

What if a person requests confidentiality or no investigation?

If the victim/survivor wants to tell the RE what happened, but also requests that BSU maintain confidentiality or asks that no investigation occur, BSU will consider the request, but **cannot guarantee that the University will be able to honor it.**

Evaluating a victim's request for confidentiality or no investigation

In consultation with Campus Police and other personnel as necessary, the Title IX Coordinator will evaluate a request for confidentiality, no investigation, or no discipline by considering a range of factors such as whether:

- There have been other similar complaints about the same accused;
- The accused has a history of arrests or records indicating a history of violence;
- The accused threatened any further violence against the victim/survivor or others;
- The misconduct was committed by multiple alleged perpetrators;
- The act was perpetrated with a weapon;
- The victim/survivor is a minor;
- There appears to be a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group

If none of the above factors are present, the University will likely honor the request. However, if the University will commence a Title IX investigation, the University will inform the victim/survivor.

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