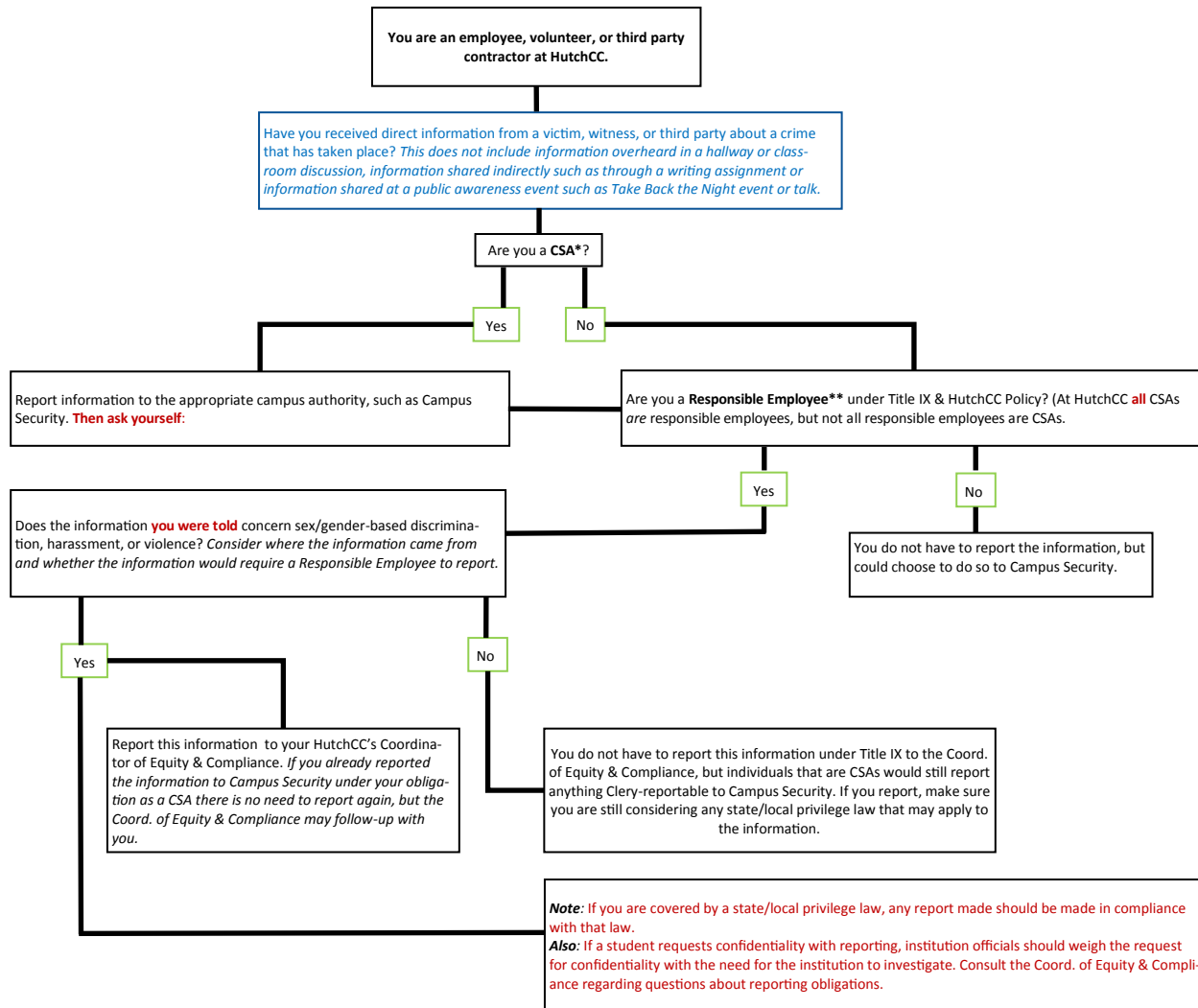




# HUTCHINSON COMMUNITY COLLEGE



### Helpful Definitions for this Flowchart

\***Campus Security Authority (CSA):** A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- HutchCC Campus Security Department. All individuals who work for Campus Security are CSAs. Under federal law, a security department can be as small as one person.
- Any individual(s) who has responsibility for campus security but does not constitute a member of the HutchCC's Campus Security office (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of HutchCC who has significant responsibility for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings. An **official** is defined as any person who has authority and the duty to take action or respond to particular issues on behalf of the institution.

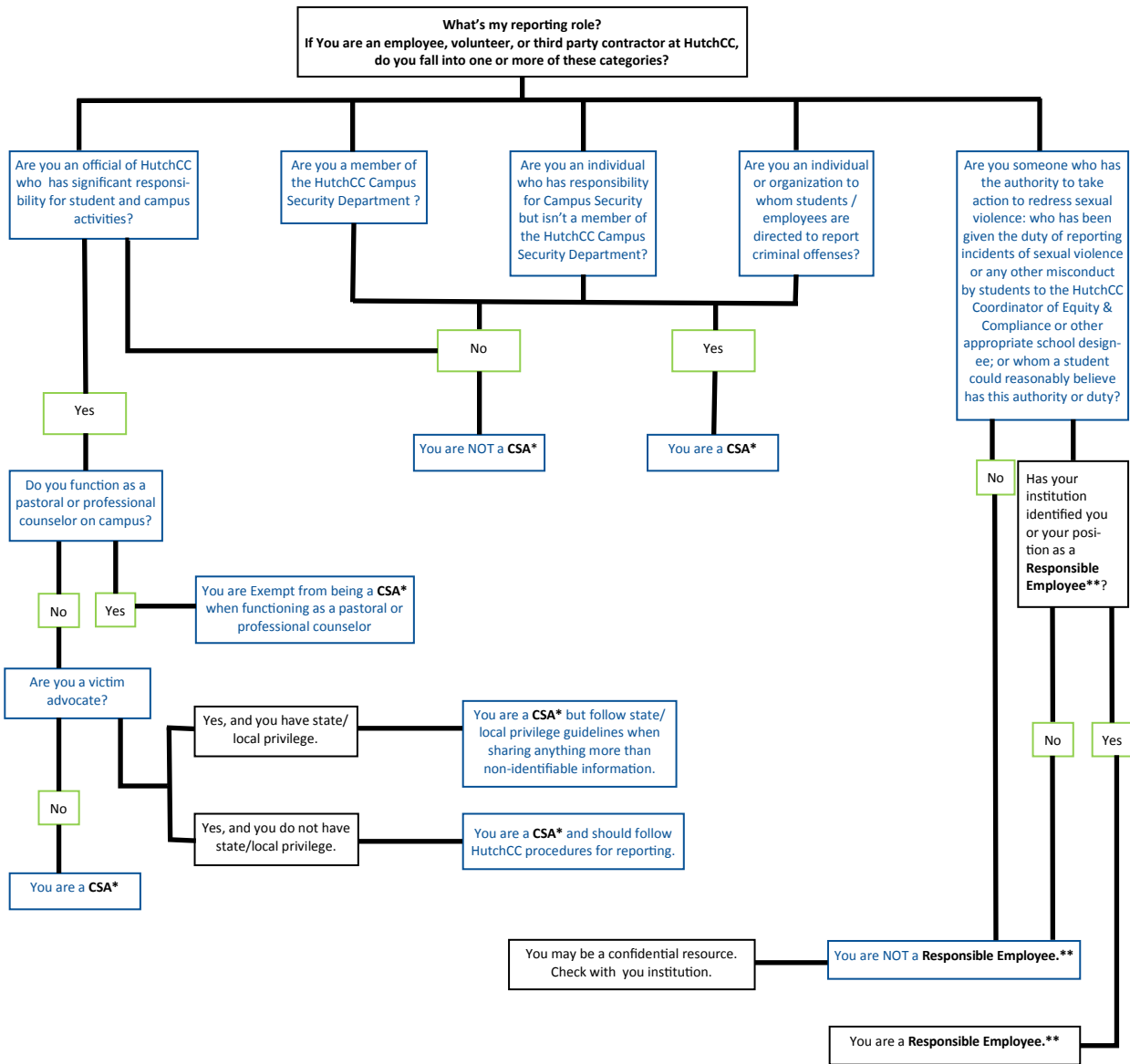
\*\***Responsible Employee:** According to the Department of Education's Office for Civil Rights' (OCR) 2001 Guidance, a responsible employee includes any employee:

- who has the authority to take action to redress sexual violence;
- who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Coordinator of Equity & Compliance or other appropriate HutchCC designee;
- OR whom a student could reasonably believe has this authority or duty.

If an individual falls under one of these categories, HutchCC may designate them as a Responsible Employee. HutchCC policy ([www.hutchcc.edu/equity](http://www.hutchcc.edu/equity)) identifies all employees, except those specifically exempted in the policy, as Responsible Employees.

Note: According to the Title IX Question & Answers, an institution must make clear to all of its employees and students which staff members are responsible employees so that students can make informed decisions about whether to disclose information to those employees. All CSAs are responsible employees, but not all responsible employees are considered to be CSAs.

These are not legal guidance.



#### Helpful Definitions for this Flowchart

**\*Campus Security Authority (CSA):** A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- HutchCC Campus Security Office. All individuals who work for Campus Security are CSAs. Under federal law, a security department can be as small as one person.
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OCR does not require campus mental-health counselors, pastor counselors, social workers, psychologists, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, to report, without the student's consent, incidents of sexual violence to the school in a way that identifies the student.

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#### Helpful Resources

Handbook for Campus Safety & Security Reporting (2016), Department of Education  
 Dear Colleague Letter (2011), Office for Civil Rights, Depart of Education  
 Questions & Answers document (2014), Office for Civil Rights, Department of Education  
 Revised Sexual Harassment Guidance (2001), Office for Civil Rights, Department of Education

These are not legal guidance.