



# Campus Resource Person Training

Office of Sexual Misconduct Prevention & Response  
[Titleix.psu.edu](http://Titleix.psu.edu)

October 15, 2020



PennState

# OSMPR Staff Introductions

- Spencer Peters, Director
- Yvette Willson, Associate Director/Investigator
- Amy Cotner, Assistant Director Commonwealth Campuses & Intake
- Geoffrey Gabriel, Investigator
- Dominique Donaho, Investigator (Supporting UP intake)
- Laura Szakos, Administrative Assistant

## Open Positions:

Case Manager, University Park (Reviewing Resumes Now)

Administrative Assistant (Process just beginning)

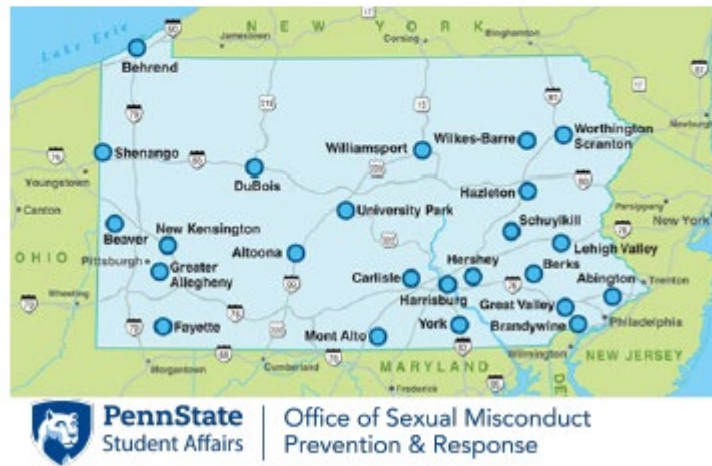


# Did you know?

## INTERNAL GUIDANCE FOR CAMPUS RESOURCE PEOPLE

2020-2021

Updated: September 10, 2020



*Sent via list-serve and posted in Toolkit*



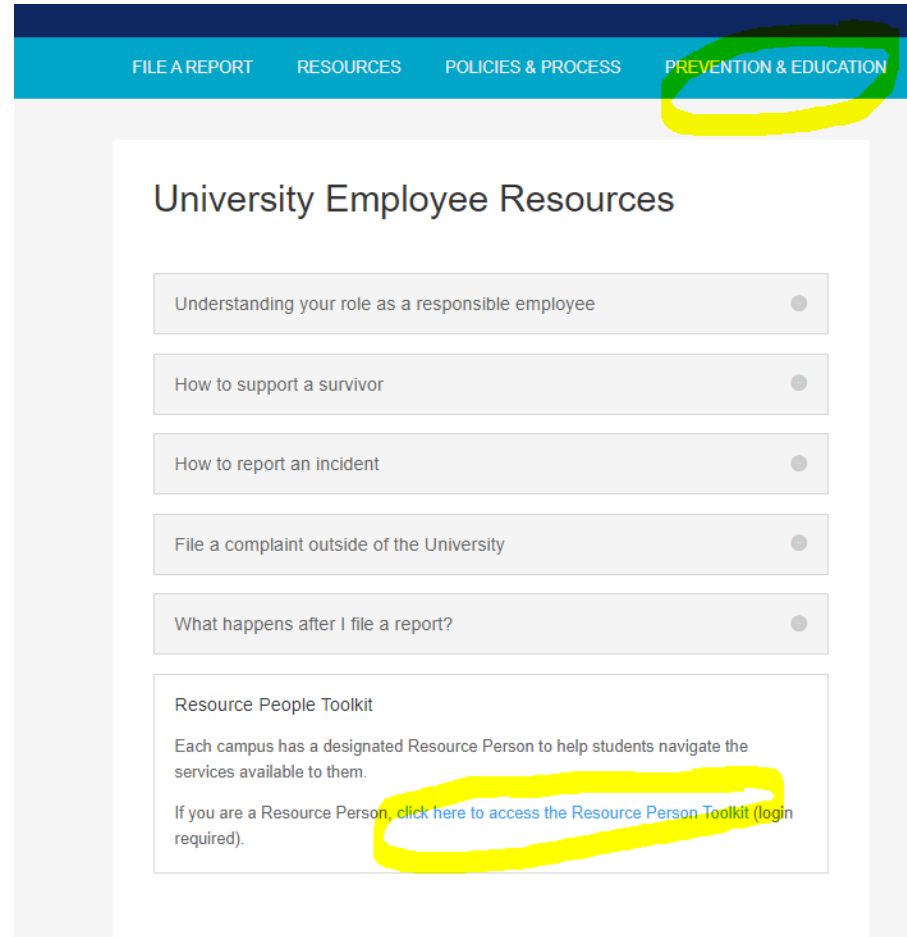
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# Did you know?

Toolkit available on-line  
(manual page 27 tells  
how to find)

Items in toolkit:  
Guidance document,  
intake form, blog of all  
list-serve emails, charts  
on process



The screenshot shows a website navigation bar with four items: FILE A REPORT, RESOURCES, POLICIES & PROCESS, and PREVENTION & EDUCATION. The PREVENTION & EDUCATION link is circled in yellow. Below the navigation bar is a section titled "University Employee Resources" containing a list of links: "Understanding your role as a responsible employee", "How to support a survivor", "How to report an incident", "File a complaint outside of the University", and "What happens after I file a report?". Each link has a small grey circle to its right. Below this list is a box titled "Resource People Toolkit" with the text: "Each campus has a designated Resource Person to help students navigate the services available to them." and "If you are a Resource Person, [click here to access the Resource Person Toolkit](#) (login required)". The link text is circled in yellow.



# Did you know?

Pre-8/14/20 Policy

Title IX Policy

Non-Title IX Policy

AAO

The [Pre-8/14/20 Policy](#) addresses sexual misconduct where the *incident* is alleged to have occurred *prior to August 14, 2020*, regardless of when the incident is reported to OSMPR. The policy defines prohibited conduct, which includes sexual harassment, gender-based harassment, sexual assault, dating violence, domestic violence, sexual exploitation, and stalking. Both on- and off-campus behaviors are addressed.

- AD 85 applies to both students and employees.
- Multiple policies now apply(AD85, AD91, Old AD85)
  - Which policy applies depends on date, relationship of parties to University, definition of behavior, location, etc.
- Major differences of AD85 vs AD91
  - Official complaint, dismissal process, hearings, advisor's role, etc.
- What is similar?
  - Intake (resources/accommodations), investigations, access to information in report or discovered in investigation, " Review Panel" process has been removed





# Did you know?

**Responsible employees:** University employees with the authority to take corrective measures on the University's behalf (AD 85)

*--Title IX Coordinator, Deputy Title IX Coordinators, Office of Student Conduct, University Police, Residence Life, Office of Human Resources, Employees with Supervisory Authority*



# Did you know?

Website is to be  
Centralized.

*Individual sites outside of  
OSMPR removed and  
unsearchable or approved by  
Chris*

The screenshot shows the website header with the Penn State logo and the text "OFFICE OF SEXUAL MISCONDUCT PREVENTION & RESPONSE". Below the header is a navigation bar with links: "FILE A REPORT", "RESOURCES", "POLICIES & PROCESS", "PREVENTION & EDUCATION", and "ABOUT". The main content area features a yellow banner with COVID-19 information, a row of five blue buttons for navigation, and two text boxes at the bottom providing information about Title IX and the university's commitment to safety and respect.

**PennState** OFFICE OF SEXUAL MISCONDUCT PREVENTION & RESPONSE

FILE A REPORT RESOURCES POLICIES & PROCESS PREVENTION & EDUCATION ABOUT

COVID-19 INFORMATION: OSMPR staff are taking safety precautions in response to the coronavirus outbreak. We remain available via phone, email, and Zoom.

You can still file a report online and/or book us for a virtual drop-in appointment. For immediate assistance, call us at (814) 867-0099. If you are experiencing an emergency, call 911 or campus police at (814) 863-1111.

How Do I Get Help? How Do I Support a Friend? University Employees Campus Resources Report an Incident

**What is Title IX?**  
Title IX is a federal law prohibiting sexual harassment and sex discrimination in education. Penn State's Office of Sexual Misconduct Prevention & Response (OSMPR) addresses Title IX reports involving students, as well as other reports of student sexual misconduct otherwise prohibited by University policy. On- and off-campus behaviors including sexual harassment, sexual assault, dating violence, domestic violence, sexual exploitation, and stalking, as well as retaliation for reporting any of these acts violate University policy and/or Title IX and are not tolerated.

**Commitment to Safety & Respect**  
Penn State is committed to fostering an environment free from sexual or gender-based harassment or misconduct. The University is also committed to providing support to those who may have been impacted by incidents of sexual or gender-based harassment or misconduct and may provide various resources and support services to individuals who have experienced one of these incidents. This website provides information on what to do if you or someone you know may have been impacted by any of these behaviors.



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# Intake Tips

Use <https://titleix.psu.edu/complainantinfo/> to cover **resources**, **rights**, and **process** overview.

Offer to connect Cs to **resources** they are interested in.

Use the bolded words on the rights sheet to help you summarize the **rights** they have.





# Intake Tips

Present **process** options in a balanced way

1. Request for no action (all requests are reviewed)
2. Informal Resolutions
  - Adaptive to C needs
  - Can include **education for the R; restorative justice;** conversation with the R; No Contact Directives
  - **Education and restorative justice are voluntary**
3. Investigations
  - Assigned to an investigator
  - Investigative report is evaluated
  - There may be a hearing



# Information for Complainants

## Intake Tips

A **Complainant** is an individual who is alleged to be the victim of prohibited conduct under AD 85 (Title IX Policy) or AD 91 (Non-Title IX Policy). A **Respondent** is an individual who is alleged to be the perpetrator of such prohibited conduct.

### Resources

Click on this module to navigate to resources available at your campus, including the Resource Person who can help you to identify resources to meet your needs.

**You do not have to file a formal complaint or press criminal charges to receive assistance.** Whether you are looking for counseling and emotional support; academic, housing, or work accommodations; or to learn more about reporting and investigations, OSMPR staff or your Resource Person can help.



Rights



Processes



Investigations



# Intake Tips

## Follow-up options

- Letter #251: Walk-in follow-up email
- Send an email linking to <https://titleix.psu.edu/complainantinfo/> + any specific resources, requests



**Remember to document all contact in Maxient!**



# Informal Process

- Voluntary Process, Respondent must agree
- Two different Options:
  - Toolkit (educational activities with reflection)
  - Restorative Justice-RJ (Dominique will explain)
- How case is managed will depend on Policy and if RJ is selected
  - All AD-85 and RJ cases are managed via UP
  - AD-91 Toolkit informals are managed at the campus. Amy will work with RP
    - Notice of Informal Resolution sent
    - Meeting with R to confirm agree to Informal
    - Email with Informal Assignment and Toolkit sent
    - Meet and Review with R (Goal that RP feels comfortable R took assignments seriously and grew from experience. If concerns, can add assignments and/or meetings with the R)



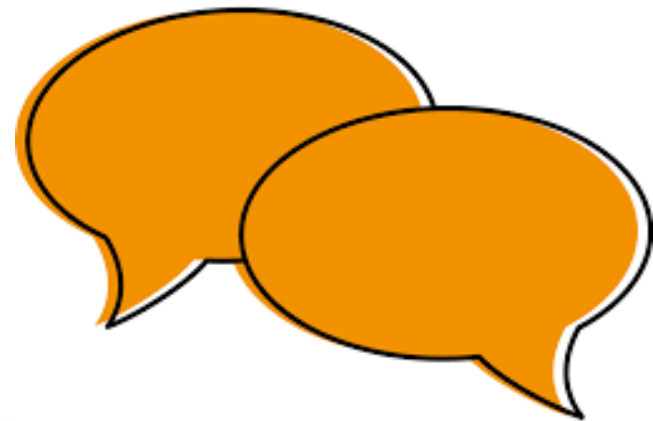
# Informal Process : Restorative Justice

Restorative Justice is a good option when

1. The Complainant wants to communicate they have been harmed

*and*

2. The Complainant doesn't want formal sanctions for the Respondent





# Informal Process :

## Restorative Justice

### Shuttle

The Complainant writes a statement (impact and/or requests).

Trained staff reviews and “shuttles” the statement to the Respondent.

Respondent reads the statement.

Respondent response (if any) is “shuttled” back.



### Circle

The Complainant and Respondent are separately prepped in advance of the circle.

C & R may each bring a support to the circle.

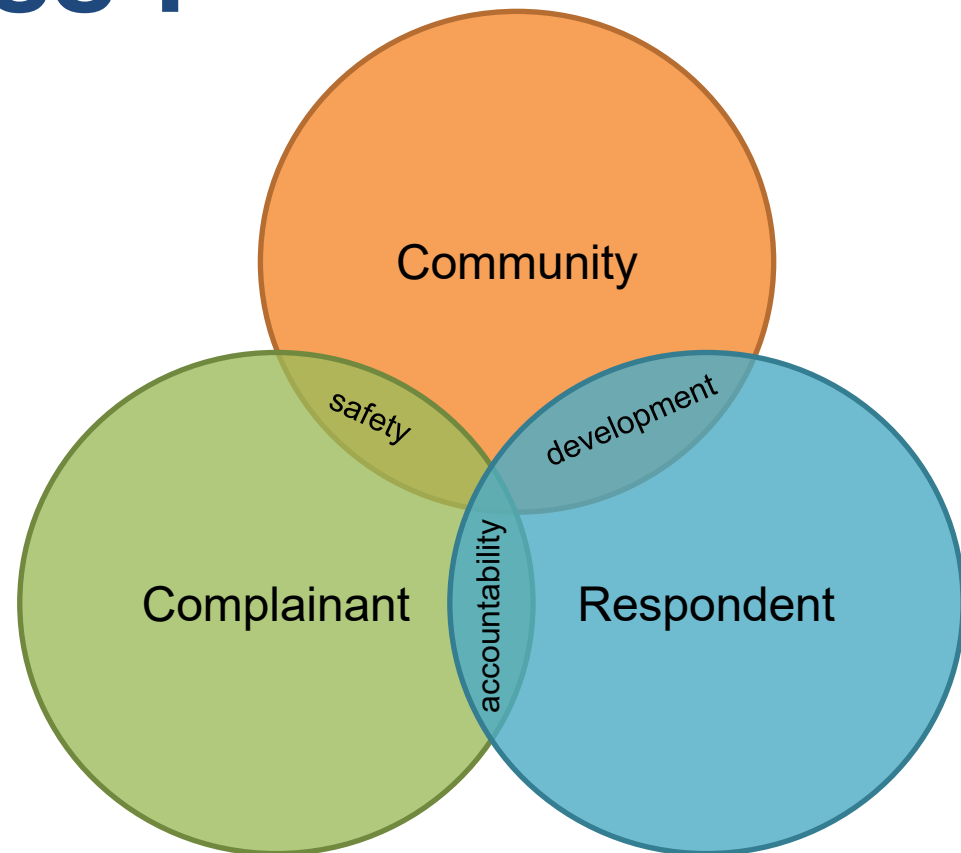
The circle is mediated by trained staff.



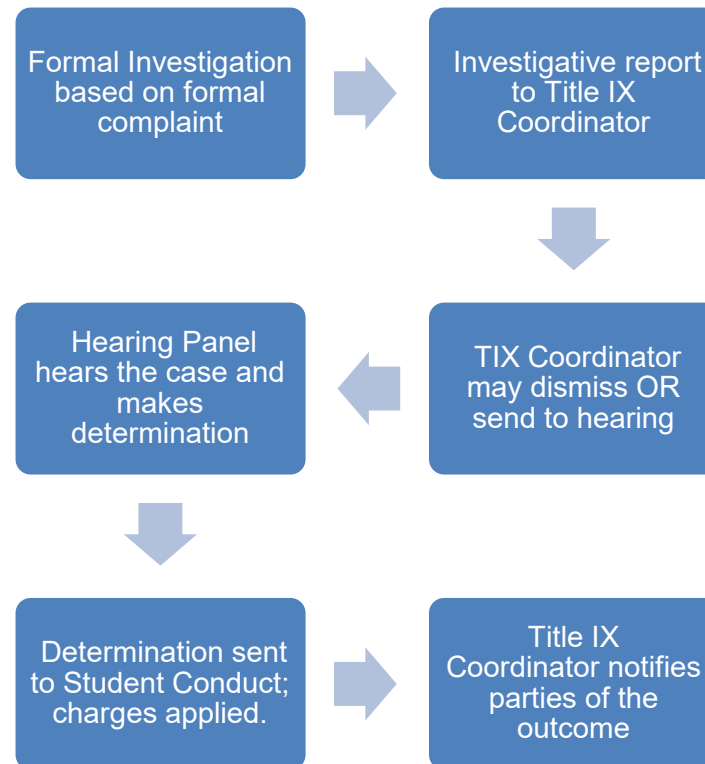
# Informal Process : Restorative Justice

Ideally,

- The Complainant feels heard
- The Respondent acknowledges and apologizes for harm on some level
- Both parties walk away with the ability to heal

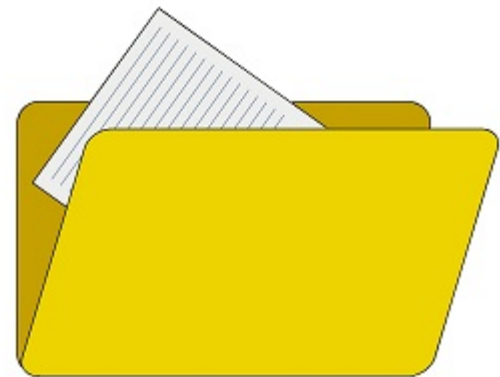


# T9 Process Review from TIXC



# New File Transfer with OSC

- Documentation of Sexual Harassment/Misconduct for OSMPR and OSC
- Case history is within the same file
- Important case notes get updated as well as interim action, resolution, etc.



# Office of Respondent Support

- Process Advising
- Decision making support
- Hearing Preparation
- Transition Planning

<https://studentaffairs.psu.edu/departments-directory/respondent-support-office>

814-863-5879

Chad Wright  
cdw954@psu.edu





# Questions?



# September Training Follow up



Send to:  
[titleix@psu.edu](mailto:titleix@psu.edu)



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