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SCI

LIVE@ DISTANCE BASIC
COMPLIANCE TRAINING, DAY 2 –
PART 2

MEET YOUR TRAINERS



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STUDENT CONDUCT INSTITUTE: INCIDENT STAGES & CONDUCT PROGRESSION



1. Incident Reported

2. Title IX Grievance Process Initiated

3. Pre-Hearing Prep Investigation

4. Hearing

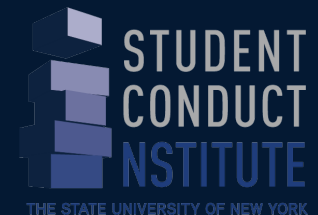
5. Appeal Process

6. Decision Implementation



CASE PROCESS

RECONSTRUCTED



TRAINING EXPECTATIONS

Learning Objectives



- Attendees will be able to conduct their own Campus Self-Assessment
- Attendees will be able to identify Key Players in this process on their campus
- Attendees will be able to recall the SUNY SCI structure for Incident Report

Writing

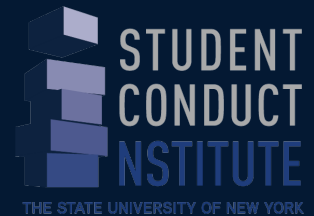
- Attendees will be able to recall how to access and use various SUNY SCI tools (e.g. Flip Chart)
- Attendees will be able to identify and construct varying Supportive Measures
- Attendees will be able to recall aspects of the SUNY SCI Decision Tree



STUDENT CONDUCT INSTITUTE: INCIDENT STAGES & CONDUCT PROGRESSION



RESOURCES TO SUPPORT YOUR





Title IX Final Rule Toolkit

NEW: Restorative Justice Implementation Resources

SCI is proud to partner with Janelle A. Brooks, Assistant Dean, Student Conduct and Community Standards, Buffalo State University, to develop a resource guide for implementing a campus restorative justice program. Along with reviewing her restorative justice module, users can adapt the following sample documents to implement the policy.

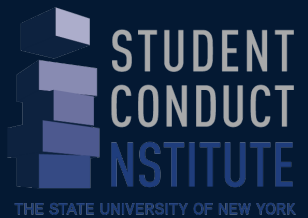
- [Timeline](#) [Download](#)
- [Program Flyer](#) [Download](#)
- [Informational Packet](#) [Download](#)
- [Participant Informational Packet](#) [Download](#)
- [Program Survey](#) [Download](#)
- [Referral Form](#) [Download](#)
- [Confidentiality Agreement](#) [Download](#)
- [Resolution Agreement](#) [Download](#)
- [Evaluation](#) [Download](#)

Search ...

- [Foundational Principles](#)
- [Title IX and the Courts](#)
- [Reporting Process](#)
- [Supportive Measures](#)
- [Investigation](#)
- [Pre-hearing Procedures](#)
- [Hearing Procedures](#)
- [Decisions and Appeal](#)
- [Implementation](#)



THE SUNY SCI TOOLKIT



CAMPUS/PROCESS SELF ASSESSMENT

Area	Considerations
Capacity	Staff, caseload, threat assessment team, care team, technology needs – who do you lean on/collaborate with?
Policy Updates	Where are your policies? Are they updated?
Processes	Are your processes and process paperwork up-to-date and compliant?
Facilities	What does physical and technological space on your campus look like?
Training	Who do you identify in this work on your campus?
Awareness	What is your office's/processes perception on campus?





Report Receiver

Intake.



UPD / Campus Safety

Safety measures.



Title IX Coordinator

Oversight and Assistance.



Investigator

Investigate.



Informal Resolution
Facilitator

Facilitate.



Conduct Staff

Oversight and Assistance.



Hearing Board / Appeal
Board

Chair. Determinations.

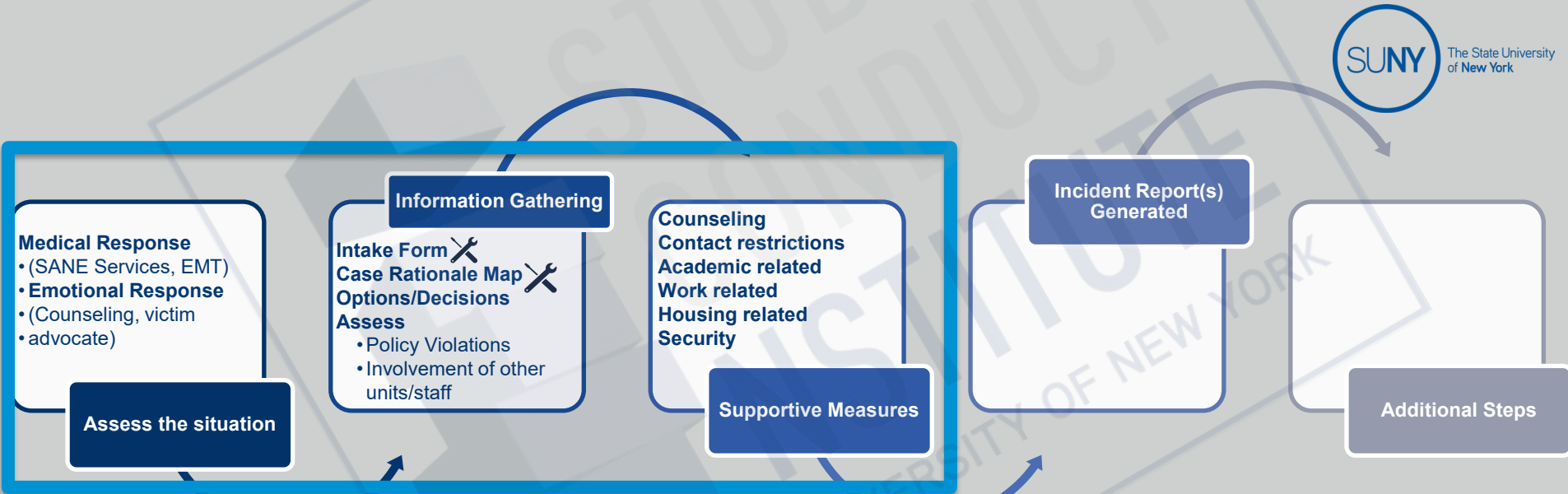
Resources Offices/Units

Supportive Measures.

KEY PLAYERS

CASE PROCESS

1. INCIDENT REPORTED DECONSTRUCTED



Key Players:

- TIXC
- Conduct Staff
- UPD
- Hall Staff
- Hearing Board
- Appeals Board
- Registrar



Designating responsible and confidential employees



List of responsible and confidential employees



Disclosure of status to students



Training and FERPA considerations



Inclusion in campus policy




INTAKE & CONFIDENTIALITY

- ✓ Incident information
- ✓ Type of alleged harassment
- ✓ Critical incident response
- ✓ Office visit follow-up/delayed report
- ✓ Supportive measures
- ✓ Student rights information review



TITLE IX: INTAKE FORM ~~FORM~~

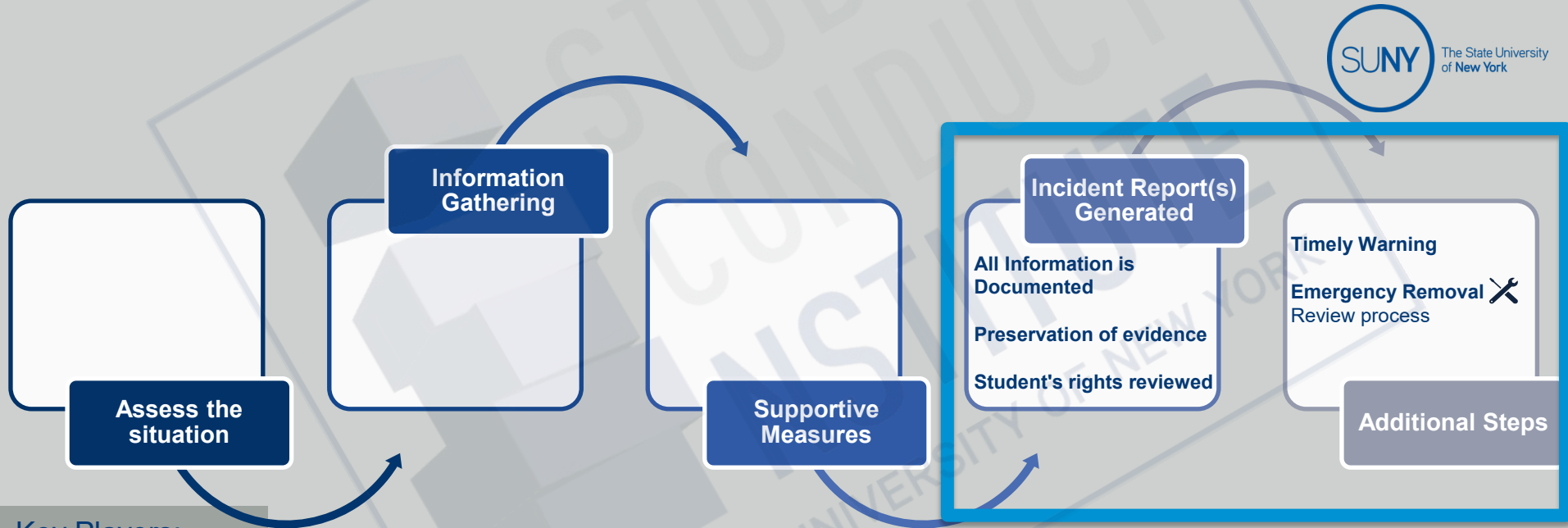
Type	Considerations
Safety	Reasonable accommodations
Health	Medical, Mental
Housing	Room lock change, designated emergency space
Contact restrictions	One-way or Mutual No Contact Order (NCO) 
Academic	Course accommodations, course changes, Professor notifications, leave of absence, withdrawal assistance
Work	On/Off Campus employment
Facility based	Gym, library, dining, University events, etc...
Recreational	Student group, athletic team, internship program



TITLE IX: SUPPORTIVE MEASURES

CASE PROCESS

1. INCIDENT REPORTED



Key Players:





Detail your intake of the incident (who, where, when)



Include observable facts and behaviors



Cite any significant quotes from parties involved



Detail incident from reporting individual's perspective



Resolution – detail next steps taken



INCIDENT REPORT STRUCTURE



Date/Time of Incident:

March 15, 2021
at ~ 2:00a.m.

Date/Time of Report:

March 15, 2021
at ~ 10a.m.

Location(s) of Incident:

Smith Hall on
campus

Complainant:

Sidney Jones

Accused:

Jaime Carter

Witnesses:

Ebba Kallax & Elan
Kersvan



Issue:

The RA reports that the Complainant says the Accused put their hand under her shirt and then moved their hand to her vagina without the Complainant's consent.

EXAMPLE INCIDENT REPORT DETAILS



Who makes the final call?

How will you assemble staff?

Documents and Form Templates

Meetings with Students, Tech Considerations,
Process Determinations

Notification to parties

Supportive Measures



TITLE IX: EMERGENCY REMOVALS



Is This a Title IX Grievance Process Case?*

Report made to Title IX Coordinator

Is the complainant currently participating in or attempting to participate in your programs (i.e. an employee, student, applicant, etc.?)

Yes

No

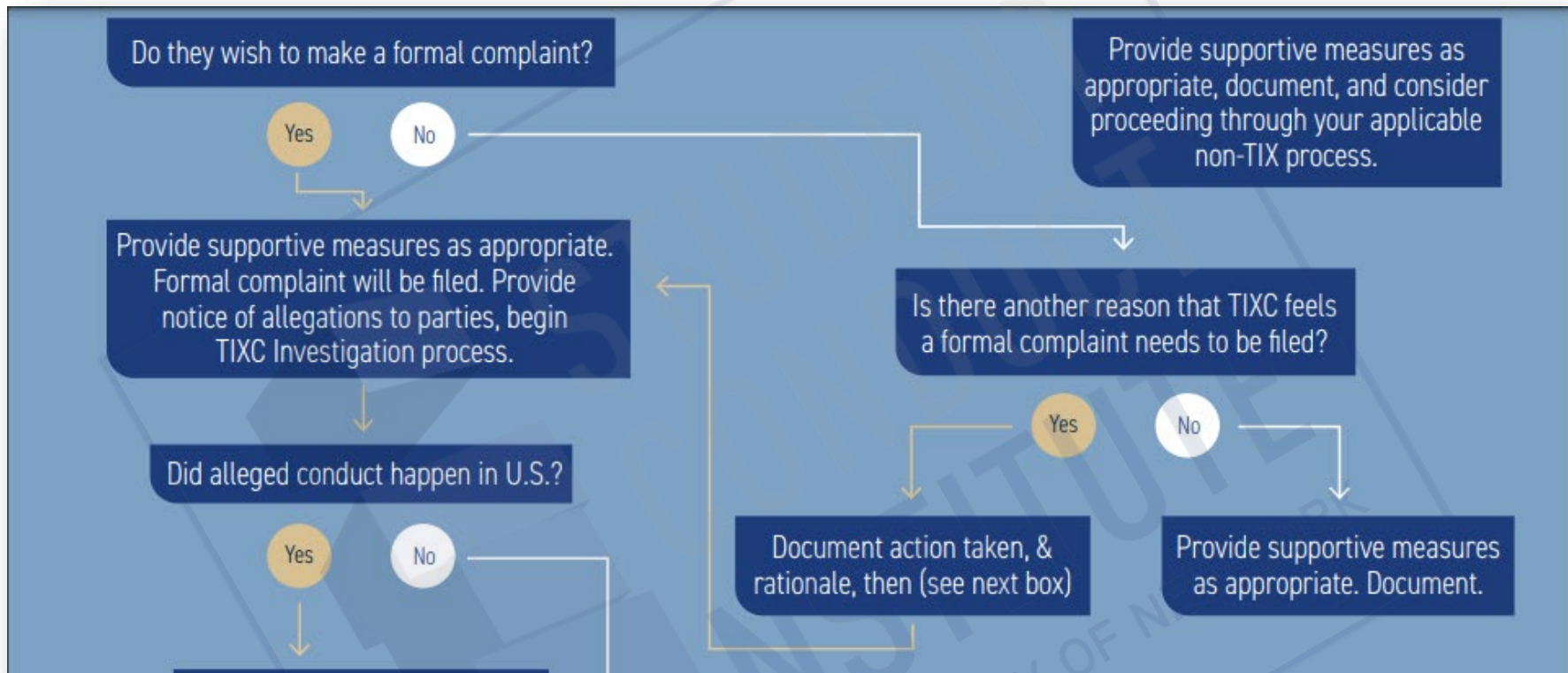
Do they wish to make a formal complaint?

Yes

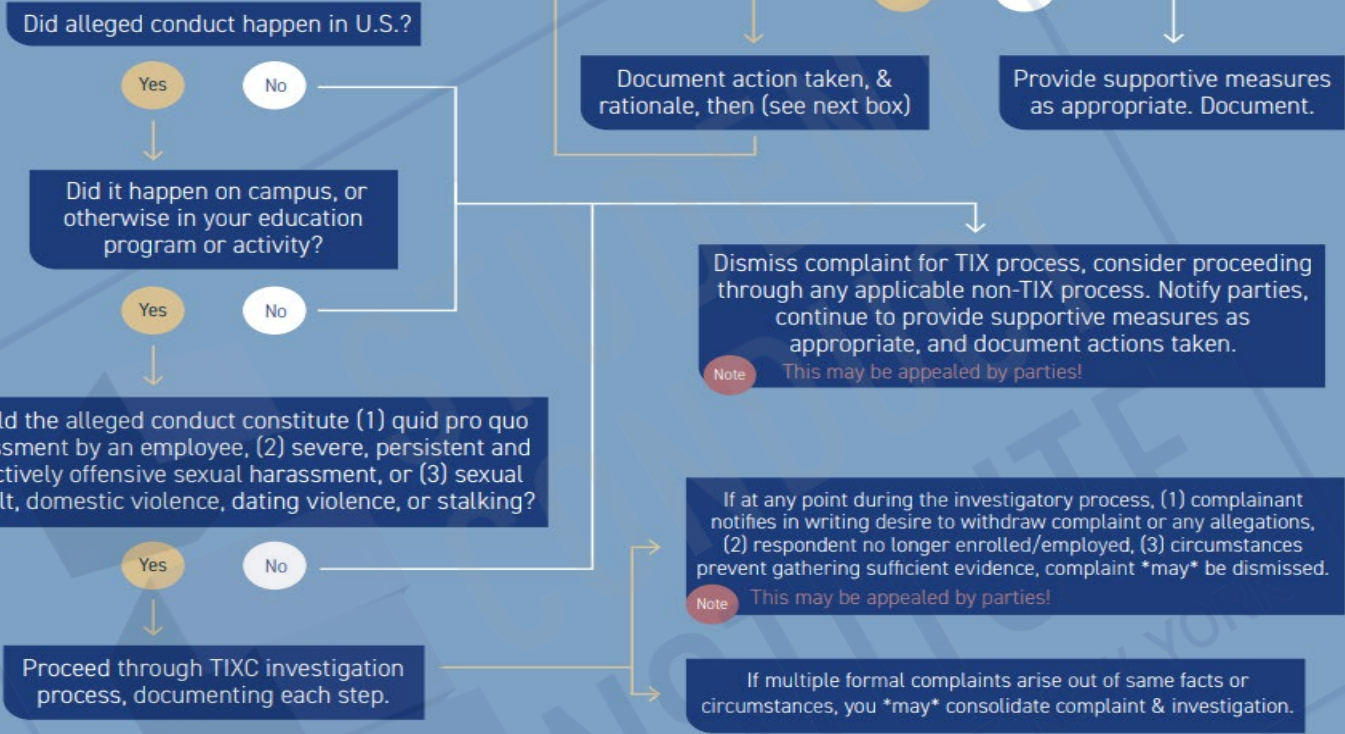
No

Provide supportive measures as appropriate, document, and consider proceeding through your applicable non-TIX process.

DECISION TREE



DECISION TREE



**This Decision Tree is intended to capture the most foreseeable routes that a matter may take, but it cannot cover every circumstance that may arise. Please consult with your campus counsel for specific circumstances and questions.*

DECISION TREE



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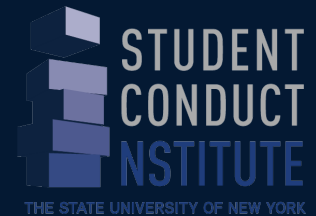
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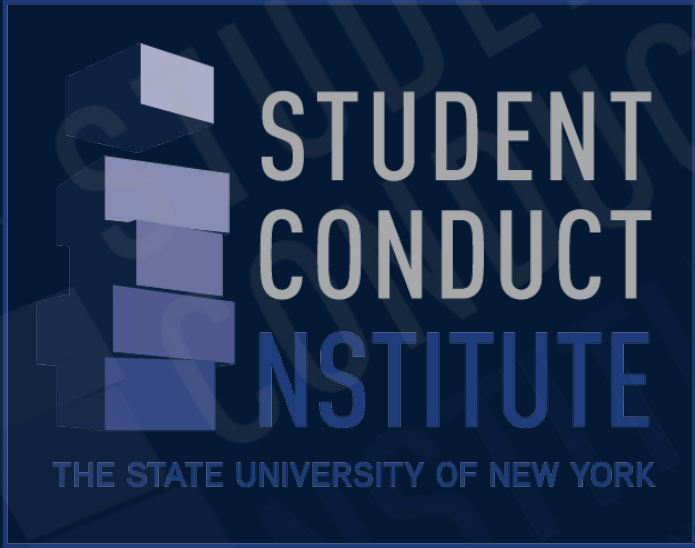
NEXT WEEK

LIVE@DISTANCE

Training Roadmap



- Review more of the process starting at [Grievance Process Initiated](#)
- Highlight [tangible tools and sample documents](#) to assist with documentation of this process
- Walk through important elements of the [investigation process](#) as well [pre-hearing preparations](#)
- Discuss the importance of [evidence-based decision-making](#)
- [THE HEARING](#)
- Review aspects of the [deliberation and determination](#) processes



The State University
of New York