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In an emergency, call 911 or UCPD 24/7 emergency line: 510-642-3333

Reporting Obligations

Quick Guide for Employees

As a UC employee, you may have certain obligations to report what you learn about incidents of violence, abuse, neglect, discrimination and harassment, or other conduct that could be a violation of the law and/or University policy.

Reporting obligations enable the University to address and prevent harm. Please report any disclosed, witnessed, or suspected harm, even if you are unsure you are required to report it. The responsible office will determine whether the incident fits reporting criteria and next steps.

You may have more than one reporting obligation. For concerns that don't fit into one of these categories, you can use the [Whistleblower Hotline](#).

The second page is intended to help you understand how to report.



If someone approaches you to talk about a difficult experience they had, it is important to respond with care and concern.

Listen actively and respond without blame, doubt, or judgment, and without attempting to investigate.

Let them know about your reporting obligations.

Connect the person with resources so they can get support and understand their rights and options.

For anyone affected by sexual violence and sexual harassment, a good place to start is the confidential [PATH to Care Center](#). For 24/7 urgent support, please call the Care Line at 510-643-2005.

POLICY & LAW	<u>Clery Act Policy</u> 	<u>SVSH Policy</u> 	<u>Anti-Discrimination Policy</u> 	<u>Abusive Conduct Policy</u> 	<u>CANRA Policy</u> 
WHO MUST REPORT <i>See policy for details.</i>	Campus Security Authorities (CSA) include, but are not limited to, offices and individuals: <ul style="list-style-type: none"> Responsible for campus security Designated to receive crime reports With significant responsibility for student & campus activities (e.g. Registered Student Organization advisors, athletic coaches, Resident Assistants) 	All employees (including student employees) are considered Responsible Employees except for Confidential Resources	Any of the following (except Confidential Resources) are considered Responsible Employees : <ul style="list-style-type: none"> Campus police Managers and supervisors, including Deans, Chairs, department directors Faculty 	Managers and supervisors (including Deans and Chairs), except Confidential Resources	An individual is considered a Mandated Reporter if their duties include: <ul style="list-style-type: none"> Direct or indirect contact with minors Supervision of minors Supervision of other Mandated Reporters or employees who come into regular contact with minors Volunteers who come into regular contact with minors Ancillary staff who work in areas where minors are regularly present <p style="text-align: center;"><i>For more info, see the FAQ</i></p>
WHAT TO REPORT	<u>Clery crimes</u> that you witnessed or that were reported to you	Sexual violence & sexual harassment (SVSH)	Protected category discrimination and harassment	Abusive conduct or bullying in the workplace	Observed/suspected child abuse/neglect (CANRA), imminent threat of harm to a minor
HOW TO REPORT	<p>If there is a serious or ongoing threat, you must report to <u>University of California Police Department (UCPD) immediately</u></p> <p>All other crimes may be reported to the <u>Clery Division</u> using the <u>CSA Reporting Form</u></p>	Report to <u>The Office for the Prevention of Harassment and Discrimination (OPHD)</u> via one of these options: <ul style="list-style-type: none"> Submit an <u>online report</u> Email ask_ophd@berkeley.edu Call 510-643-7985 <p>For more, see the <u>Responsible Employee Quick Guide</u></p>		Report to <u>Employee and Labor Relations</u> by submitting an <u>online report</u>	<p>Please take all of the following steps:</p> <ol style="list-style-type: none"> Immediately notify police (UCPD: 510-642-6760) & your supervisor Submit a report to the <u>University Whistleblower Hotline</u> <u>Submit a CANRA Report</u> within 36 hours to authorities <p>For more info, see the <u>CANRA infographic</u></p>
MORE INFO	Email: clery@berkeley.edu	Email: ask_ophd@berkeley.edu		Email: AC_elr@berkeley.edu	Email: risk@berkeley.edu