

**Quick Reference Guide for Mandatory Reporting and Investigations
@ the University of New Mexico**

Mandatory Reporting Requirements For UNM: Clery Reporting Requirements - Campus Security Authorities (CSA's) and Responsible Employee Reporting Requirements

Effective upon receiving a report or becoming aware of potential policy violations or criminal behavior in the course of an investigation involving faculty, staff and/or students. More than one reporting obligation may apply to any given set of circumstances

<u>Issue Type:</u>	<u>Reporting Party Reports To:</u>
Any sexual misconduct , including <i>sexual harassment, sexual assault, dating/domestic violence and stalking</i> involving employees and/or students, on or off campus	<u>Responsible Employees</u> - Office of Equal Opportunity (OEO) – <u>CSA's</u> Clery Officer
Any potential discrimination by employees, students or visitors based upon protected class	OEO
Any potential harassment by employees, students or visitors based upon protected class (<i>other than sexual misconduct as described above</i>)	OEO
Any potential hate bias incidents by employees, students or visitors based upon protected class (<i>other than sexual misconduct as described above</i>)	OEO – <u>CSA's</u> Clery Officer

Crimes on UNM Campus <i>UNM Strongly Encourages Individuals to report all crimes to our University of New Mexico Police Department (UNMPD)</i>	Office Which Intakes Reports
Any crimes occurring on campus : including <i>sexual assault (rape or touching), robbery, aggravated assault (with injury or involving a weapon), burglary, motor vehicle theft, arson, hate crimes</i>	We strongly encourage to be reported to UMPD – CSA’s Must Report to the Clery Officer Crimes involving sexual assault, stalking and domestic violence must be reported to OEO as stated above.
Any arrests and disciplinary referrals for weapons law violations, drug or liquor law violations by University employees or students, and any domestic violence, dating violence or stalking behaviors (including those off campus)	We strongly encourage to be reported to UMPD – CSA’s Must Report to the Clery Officer. Disciplinary Referrals also must be reported to the appropriate area (UNM Residence Halls, ACC Properties, Dean of Students)
Criminal drug convictions or alleged sexual misconduct of/by employees involved with external grant funding	Office of the Vice President for Research Office of Equal Opportunity (OEO)
<u>Primary Responsibility for Conducting Investigations</u>	
<u>Policy and Constituent Group</u>	<u>Office(s) Which Investigate a Complaint</u>
Discrimination: UAP 2720	
Student	Office of Equal Opportunity (OEO)
Staff	Office of Equal Opportunity (OEO)
Faculty	Office of Equal Opportunity (OEO)
Visitor	Office of Equal Opportunity (OEO)
ADA Accommodation Issues: UAP 3110	
Faculty and Staff	Office of Equal Opportunity (OEO)
Sexual Harassment/Misconduct: UAP 2720 & 2740	
Student	Office of Equal Opportunity (OEO)

Staff	Office of Equal Opportunity (OEO)
Faculty	Office of Equal Opportunity (OEO)
Visitor	Office of Equal Opportunity (OEO)
Campus Violence: UAP 2210	
Student/Res Halls	Dean of Students
Staff	Human Resources
Faculty	Provost's Office
Visitor	Dean of Students
Whistleblower: UAP 2200	
Against a Student	Dean of Students
Against a Staff Member	Internal Audit Human Resources Compliance Office
Against a Faculty Member	Provost's Office Internal Audit Compliance Office
Involves a Protected Class (race, sex, religion, etc.)	Office of Equal Opportunity
Consensual Relationships and Conflicts of Interest: UAP 2215	
Student	Student Employment
Staff	Supervisor
Faculty	Dean Provost's Office
Respectful Campus: UAP 2240 and C09	
Student	Dean of Students
Staff	Supervisor Human Resources
Faculty	Provost's Office
Visitor	Dean of Students

Employee Code of Conduct and Conflicts of Interest: UAP 3720	
All Employees	Supervisors Human Resources Internal Audit
Dishonest or Fraudulent Activities: UAP 7205	
All Employees	Supervisors Internal Audit
Research Misconduct:	
	Research Integrity Office Main Campus Research Integrity Office HSC
Violations of Faculty Policies	
Faculty	Provost's Office Delegate if appropriate
Student Employment Issue	
Student Employee	Supervisors Student Employment
FERPA	
Student	UNM Registrar
HIPAA	
UNM Community and Visitors	HSC Privacy Office