

Reporting Obligations

Faculty and staff at UCR who receive certain types of information are required to share that information with other offices or entities, either by referring the matter, notifying the other office, or by making their own report. This chart summarizes the various reporting obligations, which arise under federal or state law or UC or campus policy.

Your Position & Matter Reported	Required Action
If you are a manager, supervisor, faculty, UCPD officer, HR or AP administrator or Title IX professional, and you learn that anyone affiliated with UCR may have experienced conduct prohibited by the UC Policy on Sexual Violence and Sexual Harassment (SVSH Policy) or the UCR Discrimination, Harassment and Retaliation Complaint and Resolution Policy,	then you must promptly contact UCR's Office of Title IX, Equal Opportunity & Affirmative Action (Title IX/EOAA). Filing a report online is encouraged.
Unless you are a Confidential Resource (such as the Ombuds or a CARE advocate), if you learn that a student may have experienced Prohibited Conduct under the SVSH Policy,	then you are required to promptly notify the Title IX Office. Please complete the online report form or email titleix@ucr.edu
If you are a Campus Security Authority (CSA) and you become aware of a report or allegation that a Clery Act crime is alleged to have occurred on UCR's Clery Act geography,	then you are required to notify UCPD or the Clery Act Coordinator. Please visit UCR's Clery Act webpage for further guidance.
If you are a Mandated Reporter under CANRA and you become aware of actual, reported or suspected child abuse or neglect occurring on UCR's campus or at an official UCR activity or program	then you are required to make a verbal <i>external</i> report to any of the following: <ul style="list-style-type: none"> ➤ local law enforcement, child protective services, or county welfare departments; no later than 36 hours after the verbal report, ➤ fill-out Form SS 8572 and submit it to the agency with whom a verbal report was made; ➤ and make an <i>internal</i> report (may be anonymous) to a supervisor or through the University Compliance Hotline at (800) 403-4744 or online.
If you receive or are aware of violence in the workplace,	then any perceived violations of the policy are to be reported to the next-in-line supervisor or to an academic administrator. See Section V of the Violence Prevention in the UCR Community Policy.
If you are a manager or supervisor and receive a report or information that alleges an Improper Governmental Activity (IGA),	you must elevate it to the LDO by reporting online via the UC Hotline or email ldo@ucr.edu if: <ul style="list-style-type: none"> ➤ The reported IGA results from a significant internal control or policy weakness likely to exist elsewhere on campus or in the system, or the matter involves misuse of UC resources ➤ Media or public attention is likely ➤ There is potentially significant liability or significant possibility of a criminal act (such as disappearance of cash) ➤ There is a significant threat to the health and safety of employees or the public. <p>When in doubt, refer the matter to the LDO so that it can be assessed. Visit UCR's whistleblower website for guidance.</p>