

“Up and Out” Incident Reporting Guidelines for UNC Athletics Staff

If you see or become aware of:

- Something you suspect to be a crime;
- Suspicious behavior or circumstances;
- Something which may threaten the safety or security of an individual (including harassment and discrimination); or
- Something which may threaten the safety or security of the University;

REPORT IT IMMEDIATELY.

Reporting Guidelines for Incidents on or Near Campus or Incidents Which Relate to Athletics

When you believe that there is an immediate threat to someone’s safety, health, or security or if you believe that someone has been the victim of a Hate Crime:

1. Call 9-1-1 as soon as possible.
2. After you have called 9-1-1, contact either Paul Pogge (ppogge@unc.edu; 919-843-7690) or Larry Gallo (athgallo@unc.edu; 919-962-8725) to inform them of the situation.

When you believe that harm is not imminent and there is not an immediate threat to anyone’s safety, health, or security:

1. Report the situation OUT to the Department of Public Safety (by phone at 919-962-8100 or by providing as much information as you can in an online Clery Incident Report via <http://clery.unc.edu/incidents/>) or, in cases of harassment, discrimination, or sexual misconduct, contact the Equal Opportunity & Compliance Office (919-966-3576). While phone calls are preferred, online reports may be submitted via https://publicdocs.maxient.com/reportingform.php?UNCChapelHill&layout_id=3.

AND THEN

2. Report the situation UP to your supervisor (if you are comfortable doing so), then contact Paul Pogge (ppogge@unc.edu; 919-843-7690) or Larry Gallo (athgallo@unc.edu; 919-962-8725) with your supervisor. If you are uncomfortable discussing the issue with your supervisor, contact Paul or Larry directly.

If contacted by the reporting employee, a supervisor must ensure that Paul or Larry receives the information promptly.

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What to expect when you file a report:

One or more campus offices (including the Department of Public Safety, the Division of Student Affairs, the Equal Opportunity & Compliance Office, the Office of Human Resources, the Title IX Coordinator, and/or the Office of University Counsel) may contact you to learn more about the situation. Please be truthful, forthcoming, and honest so that the appropriate offices on campus may work with the Department of Athletics to address the situation in a timely manner consistent with the Department of Athletics Response Plan to Complaints of Harassment, Discrimination, or Actions Affecting an Individual’s Safety.

For incidents of harassment, discrimination or sexual misconduct, the University will take all reasonable steps to stop the harassment and provide support to those affected. Every effort will be made to ensure the privacy of those involved. However, confidentiality cannot be guaranteed.

Non-Retaliation Policy

Please be reminded that retaliation directed towards anyone who in good faith reports a concern or assists with resolving a concern is strictly prohibited and will not be tolerated. Retaliation includes any form of intimidation, coercion or threatening behavior, or behavior that would discourage someone from making future reports. The Department of Athletics appreciates your assistance in maintaining a safe environment for everyone.

Other Relevant University or Department of Athletics Policies

University of North Carolina at Chapel Hill Policy Statement on Non-Discrimination:

<http://policies.unc.edu/files/2013/04/nondiscrim.pdf>

Department of Athletics Response Plan to Complaints of Harassment, Discrimination, or Actions Affecting an Individual’s Safety:

<http://studentathletes.web.unc.edu/files/2012/08/Harassment1.pdf>