This is what was found by [Insert Pod Name] at [University/Organization] on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that were only found through follow up with contacts are noted.

- **The link(s) to the reporting policy at our organization are here:**
  - Link - Organization, Company, University Policies
  - Link - Department, Lab, Division, Advisor or Supervisor Policies

Info about report bias, harassment, discrimination here: https://hdapp.ucdavis.edu/ and https://reportationalebias.ucdavis.edu/complaint-resolution via the HDAPP office (Harassment & Discrimination Assistance and Prevention Program)

  - Are reporting policies regularly reviewed? What is the process for changing policy?
  - Are the rates of reporting made publicly available (e.g. # of reports each year)?

“The Office of Compliance and Policy, through its Policy office, oversees the development of campus wide policies in the Policy and Procedure Manual (PPM) and Personnel Policies for Staff Members (PPSM). While the Policy Office establishes policy standards and manages the development, review, and approval procedures for policies, the individual administrative units (the policy owners) are ultimately responsible for promulgating and ensuring the continued accuracy of their policies. **Policies must be reviewed every four years** to ensure accuracy and continued compliance with applicable policies, regulations, and laws.”

While the Compliance and Policy office coordinates the campus policy processes, there is also a Coordinated Community Review Team (CCRT) who “is comprised of University and community stakeholders and serves in an advisory capacity to campus leadership about best practices in education, prevention and response to sexual assault, relationship violence and stalking as well as other behavior prohibited by the University’s Sexual Violence and Sexual Harassment Policy. The CCRT is co-chaired by the Chief Compliance Officer and the Associate Vice Chancellor of Student Affairs and meets quarterly.”

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
  - Who are the designated individuals/positions for reporting incidents?
  - Can reports be made online? Where? **Yes/No**, Link Anonymously? **Yes/No**

Non-anonymous reporting form: https://ocpweb.ucdavis.edu/rhbadmin/public/report-form.cfm (online and hotline options)
Anonymous reporting forms and info: [https://hdapp.ucdavis.edu/anonymous-reporting](https://hdapp.ucdavis.edu/anonymous-reporting) (online and hotline options)

UC Davis HDAPP will also accept complaints filed by external agencies (California Department of Fair Employment and Housing (DFEH), the Equal Employment Opportunity Commission (EEOC), the United States Department of Labor (DOL), and the Department of Education’s Office of Civil Rights (OCR)).

- Who do in-person and online reports go to? Who has access to see reports? Names and/or positions or “Not publicly listed/Unknown”

Broadly, all complaints are routed through the HDAPP office. After that, “case management teams (CMTs) that review all complaints of sexual violence and sexual harassment, other forms of discrimination and harassment, and hate and bias. Members of the CMTs include the Chief Compliance/Title IX Officer and representatives of HDAPP and may include the RTC and representatives from the Office of Student Support and Judicial Affairs (OSSJA), Academic Affairs (AA), Employee and Labor Relations (ELR), Campus Counsel, Student Affairs, Campus Community Relations, the UCD Police Department (UCDPD), and the Center for Advocacy, Resources, and Education (CARE).”

- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

According to the above, yes, police can be included in the process. Having a hard time finding more info on this. However, I did find that where you go to make an online HDAPP report it reads: “**NOTE:** Reporting to the university is separate from filing a police report. For criminal concerns, you can file a UCD police report by calling 530-752-1727 (Davis) or 916-734-2555 (Sacramento).”

While true, this is a bit misleading. This is different from a police report, yes, however, according to the more extensive reports on HDAPP procedures, they can and will pass information onto campus police, depending on the type of complaint. I think there is an opportunity to increase this transparency and change policies, but it will need to be a broader conversation with HDAPP and campus police. We plan to take these steps and continue to research.

- What are the outcomes or consequences for reported individuals?
If via HDAPP, their office will decide whether or not the complaint is in violation of UCD policy. If yes, “complaints will be resolved through informal resolution strategies, alternative resolution, or formal investigation.” These might include an administrative review.

“Whenever possible and where appropriate, the complainant (i.e. the person who has indicated having experienced sexual violence or sexual harassment, discrimination or harassment, and/or hate and bias) will be informed when a complaint is resolved and, in some cases, what specific resolution came from their complaint.”

- From my personal perspective, I think this can be a real challenge (a challenge acknowledged on the UCD webpage as well). Often, the complainant will not know what the ‘resolution’ was - which can result in a lot of frustration, anger, or other negative feelings.

If a formal investigation occurs, this could theoretically result in employment or student status termination. This happened in 13 of the 46 cases that went to formal investigation in the 2018-2019 year.

○ Are reports tracked? Yes/No   How are they tracked? By who?
○ Are repeated complaints escalated to a disciplinary board? What is the process?

Yes, these reports are tracked. I was able to find broad summary statistics here. For example: “For the 2018-19 year, there were 807 complaints reported, a 20% increase over complaints reported in 2017-18”.

- “Sexual harassment, sexual violence, and other behaviors prohibited by the University’s Sexual Violence and Sexual Harassment Policy comprised almost half (47.3%) of the complaints received by the Title IX/HDAPP Office”

I could not however find the 2019+ reports (they may not be out yet).

• **What resources are available for individuals reporting?**
  ○ Counselors or advocates, especially those of the same race, ethnicity, and gender.
  ○ Automatic or requested investigation of potential impact on grades or evaluations.
  ○ Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment.

If HDAPP cannot address the issue, the Office of the Ombudsman can also be approached: [https://ombuds.ucdavis.edu/](https://ombuds.ucdavis.edu/)
This can help further with conflict mediation, but is not a formal reporting process.

Office of counseling is also available for support: https://shcs.ucdavis.edu/

UC Davis also has the following student centers, which may offer counseling of the same race, ethnicity, and gender:

Cross Cultural Center

Center for African Diaspora Student Success

Center for Chicanx and Latinx Academic Student Success

Native American Academic Student Success Center

Middle Eastern, North African and South Asian Student Resources

- **What resources are available to groups raising issues or proposing changes?**
  - Petitions of # signatures trigger a town hall, meeting with organizational leadership, or policy change. What is the follow-up process for town halls and meetings?
  - Working groups or committees with power to change or propose changes to policy.
  - Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
  - Leadership proactively asks students and/or staff for input on how to improve.

It seems like the way to go is the Coordinated Community Review Team (CCRT) - however I can find no information about this group online (specific to UCD). We plan to further research these subjects

**Key take homes from our pod’s URGE session two**

- We discussed the policies described above specific to our institution, and looked for opportunities to improve them. Some of the key opportunities are described below:
  - One such opportunity was to increase transparency as to when and why a complaint might be elevated to police, and ultimately moving away from police involvement when possible
  - Another discussion was that the policies in place seem to stand primarily to protect the university from legal suits, not to protect or provide resolve to the
victim (in many cases, the victim does not even get to know what resolution was reached, this stays between the university and the perpetrator). There are many opportunities to try to fix this system and more towards more restorative justice.

- There seem to be more robust reporting and counseling infrastructures at the university level, but on a departmental or lab level, there are very few guidelines or procedures. These smaller scale levels are often where problems can be dealt with early, but do not often exist. There is opportunity for improvement here.