
URGE Complaints and Reporting Policy for University/Organization

This is what was found by U of Idaho Pod at our institution 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.
Deliverable – complaints and reporting policy

- **The link(s) to the reporting policy at our organization are here:**

Student disciplinary process for code of conduct violations:

<https://www.webpages.uidaho.edu/fsh/2400.htm>

Policy on sexual harassment:

<https://www.webpages.uidaho.edu/fsh/6100.html>

Dispute resolution and employee grievance policies:

<https://www.webpages.uidaho.edu/fsh/3810.html> (retaliation)

<https://www.webpages.uidaho.edu/fsh/3820.html> (Ombuds office)

<https://www.webpages.uidaho.edu/fsh/3840.html> (Faculty appeals)

<https://www.webpages.uidaho.edu/fsh/3860.html> (procedures for classified staff)

<https://www.webpages.uidaho.edu/fsh/3880.html> (procedures for student employees)

<https://www.webpages.uidaho.edu/fsh/3890.html> (procedures for exempt employees)

APM policy on reporting incidents of violent or threatening behavior:

<https://www.uidaho.edu/governance/policy/policies/apm/95/33>

-has links to FSH policy on disciplinary actions

- **Are reporting policies regularly reviewed? What is the process for changing policy?**

<https://www.uidaho.edu/governance/policy/creation-change>

- **Are the rates of reporting made publicly available (e.g. # of reports each year)?**

<https://www.uidaho.edu/infrastructure/pss/jeanne-clery-act/campus-safety-notice>

This is the required reporting under the Clery Act

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**

The VandalCare reporting portal:

<https://www.uidaho.edu/student-affairs/dean-of-students/vandalcare>

This is run out of the office of the Dean of Students. It includes links for specific types of report, including Care (for distressed individuals), COVID-19, student conduct violations, bias incidents, and sexual misconduct instances.

A case manager will review the report and will refer it to others as needed, including the Office of Civil Rights and Investigations, the campus bias response team, the threat assessment team,



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etc. Reports involving safety are referred to the chief of police. (A couple of years ago we were informed about a threatening social media post, for example. We filed a report and it was followed up on by the police.)

Bias incidents are referred to the Bias Response Team:

<https://www.uidaho.edu/diversity/bias-response-team>

- **Who are the designated individuals/positions for reporting incidents?**

There's a flyer here with this information:

<https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/Diversity/harassment-discrimination-bias-concern.pdf>

- **Can reports be made online?**

Online reports can be made to several offices. Reports through the VandalCare portal can be made anonymously, and information in them is FERPA protected.

There is also an anonymous reporting form here:

<https://www.uidaho.edu/infrastructure/pss/forms/silent-witness>

- **Who do in-person and online reports go to? Who has access to see reports?**

The bias response team consists of:

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

MPD and campus security receive reports. Whether they act on them probably depends on the nature of the case.

● **What are the outcomes or consequences for reported individuals?**



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If an investigation found the allegations to be true, the following policies would apply.

<https://www.webpages.uidaho.edu/fsh/3910.html> Dismissal and Discipline of Faculty

<https://www.webpages.uidaho.edu/fsh/3920.html> Dismissal and Discipline of Exempt Employees

<https://www.webpages.uidaho.edu/fsh/3930.html> Separation of Classified Employees

- **What resources are available for individuals reporting?**

Resources include counselors from the Counseling and Testing Center, advocates from Alternatives to Violence of the Palouse, staff at the Women's Center, and the University Ombuds office. These are available to all members of the UI community.

Staff and faculty have access to support services through the Employee Assistance Program.

The LGBTQA office, Office of Multicultural Affairs, Native American Student Center, and College Assistance Migrant Program are also available to support students.

- **What resources are available to groups raising issues or proposing changes?**

Policy change resources are above.