

REPORTING INCIDENTS

To report an incident of a policy listed in this Main Campus Undergraduate Student Handbook, or to report anything of a positive nature, please use this form (https://cm.maxient.com/reportingform.php?PointLoma&layout_id=0).

PLNU Bias Incident Reporting

This reporting tool is for non-emergency incidents only. For emergencies, including safety concerns dial 911, then contact the Department of Public Safety at (619) 849-2525. For non-emergency health concerns, contact the Wellness Center at (619) 849-2574.

What is a Bias Incident?

A bias incident is any intentional or unintentional act or behavior directed toward an individual or group based on any facet of the individual's or group's identities.

Bias incidents may take the form of, but are not limited to:

- Racist slurs
- Derogatory comments
- Offensive terminology
- Cultural misappropriations (e.g., taking or using things from a culture that is not your own, especially without showing that you understand or respect this culture: e.g., costumes)
- Microaggressions (e.g., subtle, nonverbal, layered insults/assaults based on race, gender, class, sexuality, language, immigration status, phenotype, accent, or surname, often carried out automatically or unconsciously)

Bias Incident Reporting Process

This reporting system is for all Point Loma Nazarene University community members. PLNU takes reports made through this system seriously. Please make your report as accurate and truthful as possible, and remember that all information contained within this report may become part of PLNU's administrative record-keeping and may be available to the students to which it pertains under the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Be professional, accurate, and factual. Recitations of observations and facts are more useful than characterizations or labels. We encourage community members to resolve conflicts directly, when possible.

The university is committed to evaluating your report thoroughly, fairly, and promptly, but the timing and manner in which the university addresses the report will vary depending on the information provided and whether you wish to remain anonymous. Below are the prescribed steps that will be applied to process your report:

- **Step 1**
 - Once submitted, your report is electronically routed to the Bias Incident Response Team (BIRT).
- **Step 2**
 - A BIRT team reviewer will contact you within two business days to explain the process, gather any additional information needed, and consider your desired outcome. You will also be offered support services as you move through this process.
- **Step 3**

- The reviewer coordinates with all involved people in an attempt to achieve a mutually agreeable resolution as soon as possible. A final review of the outcome will be conducted by the Bias Incident Response Team.

Note: If the Bias Incident Report reveals alleged violations of other PLNU policies, the report may be referred for investigation under those policies to the Dean of Students office or Title IX office. FERPA requirements and other privacy laws may limit the amount of information we can share with you.

Submit a Bias Incident Report

PLNU is committed to fostering a welcoming and safe environment for all members of the university community and encourages all members of the university community who have witnessed or experienced a bias incident to report it. Click the link below and fill out the form. Upon receiving the report, a member of the Bias Incident Response Team will reach out to you if you provide your information.

PLNU Bias Incident Reporting Form (https://cm.maxient.com/reportingform.php?PointLoma&layout_id=5)

Preserving Evidence

It is important to preserve evidence related to the concern. If you experience or witness a diversity-related concern, document it the best you can.

- If you experience a written slur or discover graffiti, do not erase it until police or public safety have seen and documented it. Also, photograph and preserve any physical evidence.
- If the incident is verbal, write down what was said, and get the contact information of any possible witnesses.
- Report incidents as soon as possible as speed and accuracy of response are critical.

Bias Incident Response Team

The Bias Incident Response Team includes members of the university community who will provide support and guidance to students and other members of the PLNU community seeking assistance in determining how to resolve reported incidents. Team members document incidents and assist with the coordination of support such as counseling, health services, or other referrals as needed to ensure safety and provide assistance and comfort to those impacted. Team members also develop an appropriate plan to initiate communication with the broader community and make referrals to Student Life and Formation, Human Resources, Public Safety, Title IX, and/or the PLNU legal counsel if the incident appears to violate a university policy or state/federal law.

Bias Incident Response Team Members

- Mary Paul, D.Min., Vice President for Student Life and Formation
- Danielle Brown Friberg, Title IX Coordinator
- Jake Gilbertson, Ed.D., Dean of Students
- Melanie Wolf, Associate Dean of Student Care and Engagement
- Esteban Trujillo, University Chaplain
- Cory Lozano, Assistant Director of Public Safety
- Samara Timms, AVP of Human Resources
- April Cordero, Ph.D., Dean of Educational Effectiveness
- Ben Coleman, Ph.D., Director of Clinical Training