Information for Complainants and Respondents

We are neutral. The investigators do not take sides. We are committed to providing a fair and unbiased review. We will assist both parties by providing information about support and advocacy services.

Support person. You may bring a support person of your choice to any meetings with the investigators, however your support person may not actively participate in the meeting. To make sure that everyone can be appropriately accommodated, please let us know in advance if you will be bringing a support person.

Allegations of discrimination or harassment. Once an allegation is brought to the University’s attention, the University will evaluate the need to investigate and take action, even if the complainant does not want to commence an investigation.

Confidentiality. Confidentiality of complaints will be maintained on a “need to know” basis to the extent permitted by the circumstances and applicable law, and consistent with the University’s obligations to thoroughly investigate the incident.

Investigation process. During the investigation, the investigator will take appropriate measures to ensure that any alleged discrimination or harassment does not reoccur. The first step the investigators take in an investigation is to gather information about the complaint. This usually involves interviewing and gathering information from both Complainant and Respondent, including documentation and names of witnesses, if any. The investigator may record his/her interviews with parties to a complaint, but parties being interviewed are not authorized to make their own recordings. To ensure the integrity of the investigation, do not discuss the investigation with friends, coworkers, or any party to the investigation until the matter is resolved.

Participants’ rights. The parties to the complaint will each have an opportunity to be heard during the investigation and to provide witnesses and other evidence to the investigator. The parties to the complaint will also be informed of the status of the investigation as deemed appropriate.

Gathering other information. The investigators interview witnesses and reviews all documentation deemed relevant to the situation. The investigators may conduct follow-up interviews to clarify certain facts or gather additional information.

Investigation timeline. The University will use its best efforts to complete the investigation within sixty (60) days of the report of discrimination or harassment. Depending on the circumstances and nature of the complaint, extensions of time may be necessary to complete a thorough investigation. If additional time is needed, the University will notify the parties to the complaint of the extension.
Conclusion and follow up. After gathering all relevant information available, the investigator will analyze the information and reach a conclusion. This conclusion will be communicated to the parties to the complaint.

Policy Violation. If, based on the investigation, the University determines that a violation of a University policy has occurred, the University will take action commensurate with the conduct to ensure that any discrimination, harassment, or inappropriate behavior does not reoccur. The nature of the action and its implementation will depend upon the facts and circumstances of the case. Corrective action may include a range of disciplinary measures up to and including expulsion or termination.

Retaliation. The University prohibits retaliation against any individual who has made a good faith complaint or participated in the investigation of a complaint. The University will take every step necessary to protect all parties to a complaint from retaliation.

Any member of the University community who retaliates against an individual who complains of or witnesses discrimination or harassment or participates in the investigation of a complaint will be subject to disciplinary action.

Complainants or witnesses who believe they have been subjected to retaliatory behavior are strongly encouraged to immediately contact the investigator assigned to the case.

Resources for support. Boise State offers a variety of services to support students and staff, a short list of which is included below. Your investigator can provide additional information about the resources, as requested. Any individual who has experienced a crime or is concerned for their safety should call Boise State Security at 426-6911 or local law enforcement at 9-1-1.

- Women’s Center/LGBTQ Lounge 426-4259
- Counseling and Health Services 426-1459
- Association of Classified Employees 426-3559
- Employee Relations 426-4423
- Employee Assistance Program 877-427-2327
- EEO/AA Director 426-1258
- Title IX/ADA/504 Director 426-1622
- Institutional Compliance 426-1258

Reporting to Police. If you believe you have been the victim of a crime we encourage you to report the crime to law enforcement. You can reach the Boise Police Department on campus at (208) 426-6911 or you can report anonymously at 343-COPS or on-line at https://secureforms.boisestate.edu/security/.

Alternative Reporting. Boise State students and employees have the right to file a complaint of harassment or other illegal discrimination with the following agencies:

Idaho Commission on Human Rights
317 West Main Street, Second floor
Boise, Idaho 83735-0060
Email: inquiry@ihrc.idaho.gov
Phone: (208) 334-2873

Office of Civil Rights-Region 10
810 3rd Avenue #750
Seattle, WA 98104
Email: https://ocrportal.hhs.gov/ocr/portal/lobby.jsf
Phone: (800) 368-1019