

Interpersonal Misconduct Incident
Initial Report Form

This form is to be completed by any employee who talks with a victim of misconduct or witnesses an incident of misconduct. The form must be submitted to the Title IX Coordinator or Deputy Coordinator within 24 hours of learning of the incident or as soon as reasonably possible.

1. Name of person completing form _____ Date _____
2. Name of Person disclosing incident _____ (If victim, name should only be included if permission is explicitly given. If permission is not given then indicate "private.")
3. Indicate gender of victim and status:
Gender: Male Female
Status: Faculty Staff Student Guest Other _____
4. Nature of the Report
 - a. Direct experience
 - b. Bystander report (witnessed incident)
 - c. Third party (heard about, but did not witness)
 - d. Residence Life staff member
 - e. Security
 - f. Other
5. Category of Misconduct (indicate all that apply)
 - a. Sexual assault
 - b. Sexual harassment (except for sexual assault)
 - c. Interpersonal violence
 - d. Intimate partner violence
 - e. Stalking
 - f. Retaliation
 - g. Other _____
6. Name of Accused Person _____ If unknown provide physical description: _____
7. Indicate Gender and status of accused person:
Gender: Male Female
Status: Faculty Staff Student Guest Other _____
8. Based on initial information, did the incident occur:
 - a. On campus What was the location? _____
 - b. Off campus What was the location? _____

If related to a college sponsored event/activity please identify the event/activity below.

9. Based on the options below please identify the victim's preferences.

a. Campus Security Report	take action	learn more	decline action	unknown
b. Off campus law enforcement	take action	learn more	decline action	unknown
c. Campus Judicial Process	take action	learn more	decline action	unknown
d. College Administrator	take action	learn more	decline action	unknown
e. Health and Counseling Center	take action	learn more	decline action	unknown
f. Dean of the Chapel	take action	learn more	decline action	unknown