



Campus wide incident report form

The university has an expectation that employees will share information they receive about campus crime. This form is intended to convey information needed to track the university's response to campus incidents being reported, as well as to assess the danger the incident represents to the community at large. Annual statistical information will be based on this report, as will the need to make timely warnings to the community, for the protection of those who may be at risk.

Instructions: Fill in all fields that apply. Report only one incident per form. Take more space than is given on this form, as necessary, to complete the descriptions. You are to return this form to your supervisor or campus safety within 24 hours of becoming aware of any report.

Your name:

Position and Department:

Phone:

E-mail:

Reported to you by: (circle one) victim witness third-party anonymous

Date of Report: _____ Date of incident: _____ Time of incident: _____

Where did the incident occur? _____ If you wish to avoid specifics, circle one of the following: On Campus Residence Hall Public Property Off-campus Other

(Please see descriptions of these four categories on reverse of this page, for proper classification)

Please described the incident in as much detail as possible.

Do you have reason to believe this incident represents a present threat of harm or danger to the victim or other member(s) of the community? yes___ no___ if yes, why:

Was a weapon involved yes___ no___

Number of assailants/perpetrators:_____

If a single assailant/perp, describe: gender:_____ race:_____ age:_____ height:_____ weight:_____

Role of assailant/perp(s) on campus: student___ faculty___ staff___ no campus role___ unknown___

Name of alleged assailant(s):*_____

Was there any evidence that this incident was motivated by the victim's (circle all that apply):
Race ethnicity age gender sexual orientation religion

Other departments or individuals to whom the victim/reporter has reported this incident.

Name of reporting victim *

Names and contact information for any relevant witnesses*

* Any field denoted with an asterisk is a field that may be left blank by you if you intend for this report not to serve as a actual notice to the university of harassment, discrimination, sexual assault or other civil rights violation for which notice will trigger an obligatory investigation by the university. Some employees are required to complete this form in full, while others may withhold from the fields designated with a *, depending on your role. Additional information about how to report has been provided on what you are required to report, but if you are unsure, please consult with your supervisor.

The term 'campus' means:

“any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).”

If an incident occurred on campus in a residence hall, please circle both “On Campus” and “Residence Hall” on the front side of this form.

* The term 'off-campus' means:

“any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.”

* The term 'public property' means...

“...all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the

institution in direct support of, or in a manner related to the institution's educational purposes."

Shorter University's Title IX Coordinator is:

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