

INTAKE FORM TITLE IX REPORT INFORMATION

Welcome to Livingstone College’s Title IX Report form. You may use the report to submit concerns regarding sexual harassment, sexual assault, intimate partner violence, stalking, or other sexual misconduct. Please note that this reporting system is not continuously monitored; accordingly, if this is an emergency, please call Livingstone College Campus Police at 704-216-2165 or local law enforcement at 911.

Use this form to record information needed for Title IX reporting purposes. This form and the accompanying Title IX Information Checklist must be completed by a LC Title IX Coordinator or designee when meeting with the reporting individual.

INCIDENT INFORMATION	
Reporting Individual Name:	Reporting Individual Status: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other
Reporting Individual Local Address:	Telephone (Home): (Cell):
Date of Incident:	Date College Became Aware of Concern:
Name of Accused:	Accused’s Status: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other
Location of Incident: <i>For Title IX Coordinator: Clery-covered Location?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Have criminal charges been filed? <input type="checkbox"/> Yes <input type="checkbox"/> No Was a Student Conduct complaint filed at time of notification? <input type="checkbox"/> Yes <input type="checkbox"/> No
Today’s Date and Time:	College Official Name (required):



TYPE OF ALLEGED HARASSMENT

Make Three Copies of this Report
Original: The Title IX Coordinator.
Copy: Copy for office records.
Complainant: Provide a copy upon request.



TITLE IX INFORMATION CHECKLIST

Reporting Individual Name: _____

Date of Incident: _____

CRITICAL INCIDENT RESPONSE:

Table with 4 columns: YES, NO, N/A, and Question. Rows include: 'Do you want to receive medical services at Student Health Services?', 'Do you want to receive medical services at a local hospital?', 'Do you want to receive confidential counseling?', 'Do you want to receive services from any of the other campus and community service providers? If yes, please describe:', 'Do you want to file a report with Livingstone Campus Police, Salisbury Police Department, or another law enforcement agency?', and 'Other (Describe):'.

We discussed information and options regarding the following measures (check all that apply and indicate accommodations that are requested or in place at this time):

- Room Lock Change
- Reasonable safety accommodations (including security escort, or other accommodations)
- Change of housing for either accused or reporting individual
- Other (describe):

OFFICE VISIT FOLLOW-UP/DELAYED REPORT

Table with 4 columns: YES, NO, N/A, and Question. Rows include: 'Were you informed of where to find the Title IX and Other Prohibited Sexual Misconduct Policy and a description of the grievance process?', 'Do you want to file a report with Campus Police, SPD, or another law enforcement agency?', and 'Do you want to file criminal charges against the accused person?'.



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a report or have you already filed a report with a Title IX Coordinator?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a complaint or have you already filed against a college employee or visitor with any other office on campus?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a formal Title IX complaint at this time to initiate an investigation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At this time, are you undecided as to whether you want to pursue any of the reporting options available to you?

SUPPORTIVE MEASURES: WE DISCUSSED INFORMATION AND OPTIONS REGARDING THE FOLLOWING MEASURES. (CHECK ALL THAT APPLY AND INDICATE ACCOMMODATIONS THAT ARE REQUESTED OR IN PLACE AT THIS TIME.)

<input type="checkbox"/> Restriction from contact with accused student (i.e. mutual or one-way no contact order)	<input type="checkbox"/> Change of housing for either accused or reporting individual
<input type="checkbox"/> Reasonable safety accommodations (including security escort, or other accommodations)	<input type="checkbox"/> Academic accommodations (such as alternate classroom or schedule)
<input type="checkbox"/> Room lock change	<input type="checkbox"/> Academic support services; counseling services

Change in on-campus work assignment or work relocation or work hours adjustment (Describe):

Other Actions (Describe):

INFORMATION

If you elect to file a report with law enforcement (LC Campus Police, the Salisbury Police or another law enforcement agency) an officer may conduct an investigation based on potential criminal activity related to the incident you reported. You may also choose to consult a private attorney to explore legal options.

If you elect not to pursue or participate in disciplinary action (as applicable) through the Title IX and Sexual Misconduct Policy, the College may determine it is necessary to pursue the complaint process without your involvement. You will be notified if such an action is needed. In addition, the College may be required to document this report for Clery Act statistics. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. No personally identifiable information about you is disclosed in the preparation and publishing of Clery Act reports.

The College can act on your complaint if you decide to pursue it at a later date. You may request further action at any future time, consistent with the institution’s policy. The longer the period of time lapsed from the time of the incident, the more difficult it will be to obtain information.

You may have protections under Title IX and the Violence Against Women Act (VAWA)/Clery Act. Sexual harassment, sexual assault, and sexual violence are forms of sex discrimination and therefore violate law and policy. Retaliation against anyone who participates in a complaint process will result in appropriate sanctions or other disciplinary action as covered by applicable policies, laws and/or collective bargaining agreements.

You are encouraged to meet with the Title IX Coordinator at any time to discuss your options, concerns and questions. Please contact Title IX Coordinators via phone or email – give infosheet with contact info. The Title IX Coordinator is located in the Hood Building, 1st floor . The Title IX webpage at <http://livingstone.edu.titleIX> outlines available resources and your rights.

I understand I have the right to a conduct process (as applicable) that runs concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence.

I understand I can change my decision regarding the above listed services at any time. If I change my decision, I will contact Campus Police, a Title IX Coordinator, or the campus resource directly. **I have been advised of the options and resources available to me and the information contained on this form.**

Reporting Individual’s Initials:

Date:



Print Name & Signature (College Official):

Date: _____

I have advised the reporting individual on options, resources and interim measures available. I have also provided written information including a list of community and campus resources and other brochures and handouts as appropriate.

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