

Alpena Community College is firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence, sexual assault, stalking and sexual exploitation, which are collectively referred to as "Sexual Misconduct." All students and employees should refer to the College's Sexual Misconduct Policy-7009 for complete definitions, policy provisions and procedures. Policy 7009 and other important resources can be found on the College website at [http://discover.alpenacc.edu/safety/sexual\\_misconduct/index.php](http://discover.alpenacc.edu/safety/sexual_misconduct/index.php).

### **Why would I fill out this form?**

ACC encourages anyone who has information regarding an incident of Sexual Misconduct to report it so the victim can get help, obtain information about rights and options, access support services and so that the College can respond appropriately. **PLEASE NOTE:** Completing this form does not constitute a police report. If you would like to file a police report, you may contact the police directly. If you want assistance in filing a police report, you may contact the Title IX Coordinator or Dean of Students. Their contact information is at the bottom of this form.

### **Am I required to report an incident of Sexual Misconduct?**

Students who experience or have information regarding Sexual Misconduct are encouraged but not required to report it. If you are an employee of ACC and you receive information about an alleged incident of Sexual Misconduct, you are required to report that information to the College by submitting this form, unless there is a specific exception or exemption that applies. **Employees should not seek to investigate the alleged misconduct but only to report the information they have received to the Title IX Coordinator, who will take further steps in accordance with policy and law.**

### **What happens with this information?**

When a report of sexual misconduct is made, the College has a duty to take immediate and appropriate steps to investigate what happened. If the investigation reveals that sexual misconduct occurred, the College is obligated to take prompt and effective steps to end the sexual misconduct, prevent its recurrence, and, as appropriate, remedy its effects, all in accordance with Policy 7009.

### **Is the information provided on this form confidential?**

No. Because of the College's duty to respond to reports of sexual misconduct, the information contained in this form is generally not confidential. However, the College is sensitive to the privacy concerns of the individuals involved. Please see Policy 7009, Section III.P "Considerations of Confidentiality" for additional information

### **If I am a College employee, can student report information to me in confidence?**

Generally, the answer is "no". Although there are exceptions which are defined in Policy 7009, most college employees are classified as "Responsible Employees" and have a duty to report allegations of Sexual Misconduct, unless a specific exception applies. Therefore, if an individual wishes to discuss an incident of Sexual Misconduct, you should caution the person that you may have a duty to report information they disclose to you. There are Confidential Resources available in the community. The Title IX Coordinator and Dean of Students will assist individuals who wish to talk to a Confidential Resource. Additional information is also available in the College publication, ***"Rights and Options: What Every Student Should Know About Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, and Stalking."*** It can be found on that College website at [http://discover.alpenacc.edu/safety/docs/rights\\_and\\_options\\_2017.pdf](http://discover.alpenacc.edu/safety/docs/rights_and_options_2017.pdf).

### **Can I report anonymously?**

Yes. The College will use the information for statistical purposes, to better understand the scope of sexual misconduct on campus, and to develop and implement preventive efforts. However, anonymous reports limit the College's ability to respond fully to an incident of sexual misconduct, including pursuing disciplinary action against the alleged offender.

**1. Reporter's Information** (the reporter and victim can be different people)

Reporter's name: \_\_\_\_\_ Reporter's gender: \_\_\_\_\_ Reporter's age \_\_\_\_\_

Reporter's contact info:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Address \_\_\_\_\_

Reporter's relationship to victim: \_\_\_\_\_

Reporter's affiliation to Alpena Community College:

Student  Employee  Visitor  Not affiliated  Other: \_\_\_\_\_

**2. Victim's Information** (If the victim and reporter are the same person, skip this section)

Victim's name: \_\_\_\_\_ Victim's gender: \_\_\_\_\_ Victim's age \_\_\_\_\_

Victim's contact info:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Address \_\_\_\_\_

Victim's affiliation to Alpena Community College:

Student  Employee  Visitor  Not affiliated  Other: \_\_\_\_\_

**3. Offender(s)' Information**

**Note:** If an offender(s)' name or group affiliation is listed, the institution may contact the offender(s) or group.

Number of offender(s): \_\_\_\_\_ Names of offender(s): \_\_\_\_\_

Contact Information of Offender(s):

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Address: \_\_\_\_\_

Gender of offender(s)

- Male
- Female
- Multiple Males
- Multiple Females
- Males and Females
- Unknown

Offender(s)' relationship to victim:

- Partner, girlfriend, or boyfriend
- Friend or Acquaintance
- Ex-partner, girlfriend, or boyfriend
- Work supervisor
- Colleague or co-worker
- Instructor
- Stranger
- Other: \_\_\_\_\_

Offender(s)' affiliation to ACC:

- Student
- Employee
- Visitor
- Not Affiliated
- Unknown
- Other: \_\_\_\_\_

**4. Nature of Sexual Misconduct**

- |   |  |                                   |
|---|--|-----------------------------------|
| <input type="checkbox"/> Rape           | <input type="checkbox"/> Sexual Exploitation | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Statutory Rape | <input type="checkbox"/> Sexual Harassment   | <input type="checkbox"/> Other    |
| <input type="checkbox"/> Sexual Assault | <input type="checkbox"/> Dating Violence     | <input type="checkbox"/> Unknown  |
|   | <input type="checkbox"/> Domestic Violence   |                                   |

Please provide a narrative of what happened. Use back of form if necessary.

If you have any documentation (e.g., photos, emails, video, other documents, etc.), please specify or attach the information.

**Please note the importance of preserving evidence in the event of sexual assault. See Policy 7009 Section H.**

**5. Date, Time and Location (Check all which apply)**

Date(s) of Occurrence _____	<input type="checkbox"/> On Campus	<input type="checkbox"/> Workplace
Time of Occurrence: _____	<input type="checkbox"/> Off Campus	<input type="checkbox"/> College Building
	<input type="checkbox"/> Public Property	<input type="checkbox"/> Parking Lot
	<input type="checkbox"/> College Park Apartment	<input type="checkbox"/> Vehicle
Date Reporter Became Aware of Occurrence: _____	<input type="checkbox"/> Victim's Residence	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Offender's Residence	<input type="checkbox"/> Unknown
	<input type="checkbox"/> Other Residence	Additional information regarding location:

**6. Alcohol Information**

Please note that ACC has a policy regarding limited amnesty for alcohol violations if a person comes forward with a good faith report of Sexual Misconduct in a situation which also involves a violation of College policy regarding alcohol. See Policy 7009, Section III.U.

Were drugs or alcohol involved?

- Yes, alcohol
- Yes, drugs
- No
- Unknown

**Other Reports**

To your knowledge, has anyone previously reported this incident to an external agency (for example: hospital, police, etc.)?

- Yes
- No
- Unknown

If yes, please list department/office or agencies notified: \_\_\_\_\_

**Turning in this Form**

. Submit this form to the Title IX Coordinator or Deputy Title IX Coordinator (Dean of Students.)

<p><b>Title IX Coordinator:</b> Carolyn Daoust          102 Van Lare Hall Phone: 989-358-7211          Fax: 989-358-7379          Email: daoustc@alpenacc.edu</p>	<p><b>Deputy Title IX Coordinator</b>          Nancy Seguin, Dean of Students          108 Van Lare Hall Phone: 989-358-7212          Huron Shores Campus: 989-358-7442          Email: seguin@alpenacc.edu</p>
---	---

Reporter's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This report was received by the official initialing below on the date noted:

Carolyn Daoust, Title IX Coordinator:	_____	_____
	Initials	Date
Nancy Seguin, Dean of Students:	_____	_____
	Initials	Date
Melissa Guy, Clery Coordinator:	_____	_____
	Initials	Date