

SEXUAL HARASSMENT REPORT INTAKE FORM

Section I: Who reported the disclosure to the Title IX Coordinator?

Name of the person reporting _____ Is this the complainant? YES NO

Date of disclosure to Title IX Coordinator _____

Date Title IX Coordinator contacted Complainant _____

Section II: Complainant

Complainant's Name _____ Respondent's Name _____

Residence _____ Residence _____

Affiliation w/College _____ Affiliation w/College _____

Minor YES NO Minor YES NO

Section III: Allegation(s)

Alleged conduct:

Where:

When:

Witnesses:

Section IV: Required Actions (check as each action is completed.)

- _____ Reach out to, and meet with, the Complainant.
- _____ Explain to the Complainant the option to make a Formal Complaint which launches the Title IX Sexual Harassment Procedures and conduct that is not Title IX Sexual Harassment is reviewed under the Student Code of Conduct.
- _____ Walk through the Title IX Sexual Harassment Procedures (202.2).
- _____ Offer supportive measures, including:
 - _____ Counseling;
 - _____ Deadline extensions;
 - _____ Other course-related adjustments (specify);
 - _____ Modification of course schedule;
 - _____ Modification of work schedule;

- _____ Change in work assignment or location;
- _____ Change in housing assignment or location;
- _____ Increased security and/or monitoring of certain areas on campus;
- _____ Mutual “no contact” agreements between parties;
- _____ Leave of absence; and
- _____ Other (specify).

- _____ Explain supportive measures cannot be punitive against the other party.
- _____ Work with appropriate College staff to implement the requested supportive measures.

If the alleged conduct is a VAWA offense (sexual assault, stalking, domestic or dating violence) then also:

- _____ Encourage Complainant to seek medical attention and offer assistance locating transportation.
- _____ Inform Complainant of right to file a report with the police and offer assistance. Notify of right to file a police report later with caveat that delay may make investigation more difficult.
- _____ Advise Complainant to preserve physical and electronic evidence.
- _____ Explain the limits of confidentiality and that a College cannot guarantee complete confidentiality. A request for confidentiality may limit the College’s ability to respond to the allegation.
- _____ Encourage to utilize support services. Provide medical, counseling, mental health, crisis/trauma/sexual assault services, legal aid, visa/immigration, student financial aid. contact information in writing.
- _____ Provide information on how to obtain a Cease Harassment Order, Protection From Abuse or Harassment Order. https://www.courts.maine.gov/maine_courts/district/pa-ph-guide.pdf
- _____ Explain the College does not tolerate retaliation and such behavior may result in disciplinary action.
- _____ Provide contact information for Title IX Coordinator.

Notes:

Section V: Preliminary Assessment to Determine Procedure

- YES NO Was the alleged conduct against a person located in the US?
- YES NO Was the alleged conduct against a person participating, or attempting to participate in a College educational program or activity?
- YES NO Was the alleged conduct during a College activity or program?
- YES NO Did the College have substantial control over both the respondent and the context?
- YES NO Did the alleged conduct happen at a College location or a location controlled by the College?

If any of these answers are “No” then follow 201.1/202.1 for employees or 501.1 for students.

If all of the answers were “Yes” then continue analysis:

- YES NO Was the alleged conduct quid pro quo by an employee?
- YES NO Was the alleged conduct severe, and pervasive, and objectively offensive?
- YES NO Was the alleged conduct sexual assault, stalking, domestic violence, or dating violence?

If all of these answers are “No” then follow 201.1/202.1 for employees or 501.1 for students.

If any of these answers are “Yes” then follow 202.2 for employees and students.

Clery: _____ **Offense:** _____ **Location:** _____ **Year Reported:** _____