



Name of Reporting Party (May be someone other than Complainant)

Relationship of Reporting Party to Complainant

Complainant's Name (Victim of alleged prohibited conduct)

Complainant's Mailing Address

Complainant's Phone Number

Complainant's Email Address

Complainant's Status within College:

Student

Employee

Visitor

Other

**If other, describe:** \_\_\_\_\_

Name of Alleged Respondent, if known (Person allegedly engaging in prohibited conduct)

Alleged Respondent's Status within College:

Student

Employee

Visitor

Other

**If other, describe:** \_\_\_\_\_

Date and Time of Incident(s)

Location of Incident(s)

Describe the Incident(s)

Other individuals who may have witnessed the incident(s) (Name(s), status within College, contact information, if known)

To whom were any other reports made about this incident? (e.g., Public Safety, other law enforcement agency)

Physical or digital signature of Reporting Party (Person making report)

Date