



First Steps

- ✓ Inform the complainant that you are a responsible employee and have a legal obligation to inform the campus Title IX coordinator of any reports of sexual assault, sexual harassment, stalking and/or relationship violence even if the individual is not reporting to police.
- ✓ Advise the individual that there is assistance available both on and off campus. You can best help a complainant by responding with respect and maintaining a non-judgment approach.
- ✓ Ask the individual if they want to continue with providing you with incident details.

Incident Details

- ✓ Collect the basic details about the incident as reported by the complainant.
- ✓ Record details provided on reverse of this sheet.

Safety Assessment

- ✓ Contact Public Safety if there is an ongoing, credible and/or imminent risk to the complainant or others in the USJ or surrounding community (i.e. if alleged perpetrator is still on or nearby the campus or a weapon was used).

Complainant Assistance

- ✓ Provide the complainant with the Campus Sexual Misconduct Resources handout for assistance with: medical needs, psychological care, and/or academic, residential and disability support.
- ✓ When incident has occurred within the last 3 days encourage the complainant to go to seek medical attention in the ER. If it has been more than 3 days or the complainant does not want to go to the ER, they can visit USJ Health Services or their own medical provider.
- ✓ Inform the complainant that measures can be put into effect by Public Safety which will prevent contact between parties.
- ✓ Encourage complainant to consider a police report. Advise student that Public Safety can assist them in making this report.

Reporting

- ✓ A formal report can be made to any or all of the following: Public Safety, local police or a Title IX coordinator.
- ✓ Responsible employees are required to make a report of the incident to one of the University's Title IX coordinators within 24 hours of receiving the report. The reporting process can be initiated by calling and or leaving a voicemail for one of the Title IX coordinators below.

Title IX Coordinators: TitleIX@usj.edu

Deborah Spencer	Title IX Coordinator	860.231.5390	dspencer@usj.edu
Paul Lombardo	Deputy Coordinator	860.231.5396	plombardo@usj.edu
Zanira Shabazz	Deputy Coordinator	860.231.5793	zshabazz@usj.edu

INCIDENT DETAILS

Name of Complainant _____

Telephone Number _____

Date of Incident _____ Time _____

Location of incident _____

Was any type of weapon used? Yes No

Type of incident: _____

Record any other details volunteered by complainant below (please attach additional pages as needed)

Return to a Title IX Coordinator or to Public Safety (open 24 hours) within 24 hours of report.