Sexual Misconduct Incident Report

Your Role at Luther College:  ☐ Student  ☐ Faculty  ☐ Staff  ☐ Other: __________

Your relationship to incident:  ☐ Victim  ☐ Bystander  ☐ Other: __________

If you (the reporter) are also the victim, you may leave the next two fields blank.

Name of Reporter: ____________________________________________________________

Best way to contact me: _______________________________________________________

All employees must report incidents of sex/gender discrimination and misconduct within 24 hours.

- Faculty and staff who are “responsible employees” must report all details of incidents of sexual misconduct. A “responsible employee” includes any employee: who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. Employees who are supervisors or who advise student groups are responsible employees.

- All other faculty and staff are empowered to make an initial “Jane Doe” report but may be required to disclose the parties’ identities at the Title IX Coordinator’s discretion.

- If you are unsure how much information you must disclose, contact the Title IX Coordinator (info below) immediately.

Date of incident: __________________________________________________________________

Name(s) of victim(s): ____________________________________________________________

Name(s) of perpetrator(s): ______________________________________________________

Type of incident:  ☐ Sexual harassment  ☐ Sexual assault  ☐ Stalking

☐ Sexual exploitation  ☐ Relationship violence  ☐ Other

Description of incident: __________________________________________________________________________

____________________________________________________________________________________________

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Submit this form to the Title IX Coordinator:
Matthew Bills, Associate Director of Human Resources, Main 28, x1189

Sexual Misconduct Incident Report v20141010 (MTB)