

# ALPENA

## COMMUNITY COLLEGE

### Sexual Misconduct Reporting Form

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, discrimination on the basis of sex or gender, 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 on [our Sexual Misconduct webpage](#).

#### **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. The 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?**

The specific response depends on the information provided and the type of alleged Sexual Misconduct. The Title IX Coordinator will respond in the manner provided by Policy 7009 to provide information regarding Supportive Measures that may be available on a case-by-case basis, in an effort to remedy the effects of Sexual Misconduct and promote safety. The Title IX Coordinator will provide information regarding formal grievance procedures and procedures for informal resolution, as applicable. The Complainant is not required to pursue a formal grievance process. In some circumstances, the College may have a duty to investigate. In that case, a Notice of Investigation will be provided to all parties with information regarding the rights of the parties. Both parties have a right to the information revealed by the investigation and a copy of the Investigation Report. Both parties have the right to have an Advisor of their choice accompany them to all interviews and meetings.

#### **Is a hearing or other formal proceeding required?**

In cases of alleged Sexual Harassment, the Formal Grievance Procedure includes a live hearing before a trained, impartial decision-maker. A person who is accused of Sexual Harassment is presumed to be "not responsible" until such person is determined to be responsible based on a preponderance of the evidence. Both parties are entitled to be treated fairly and equitably during the Grievance process and the right to appeal the outcome of a decision. If the decision-maker finds that sexual misconduct occurred, the College may take disciplinary action, up to and including dismissal. The College may also take other action, as appropriate, to end the sexual misconduct, prevent its recurrence, and, remedy its effects, all in accordance with Policy 7009.

#### **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.

**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. Information regarding Alleged Victim** (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. Information regarding Alleged Offender**

**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   | <input type="checkbox"/> Sex Discrimination |

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.**

A person who is accused of Sexual Harassment is presumed to be "not responsible" until such person is determined to be responsible based on a preponderance of the evidence.

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

Date(s) of Occurrence \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_

Date Reporter Became Aware of Occurrence: \_\_\_\_\_

- On Campus
- Off Campus
- Public Property
- College Park Apartment
- Victim's Residence
- Offender's Residence
- Other Residence

- Workplace
- College Building
- Parking Lot
- Vehicle
- Other \_\_\_\_\_

Unknown  
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.

**Title IX Coordinator:** Carolyn Daoust  
102 Van Lare Hall Phone: 989-358-7211  
Fax: 989-358-7379  
Email: daoustc@alpenacc.edu

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

Jaimie Wilson, Clery Coordinator:

\_\_\_\_\_      \_\_\_\_\_  
Initials      Date