

HOW TO COMPLETE THE TITLE IX REPORT FORM

NAVIGATION

As you fill out this form, you can use the left and right arrows at the bottom to move forward or backward in the form.

UNKNOWN INFORMATION

Please do not leave any questions blank. If you don't know the requested information, that's okay, but put "unknown" or N/A rather than leave the question blank.

DO NOT INVESTIGATE

You do not need to attempt to obtain information you don't know. We will do that.

PAGE 1 – RISK LEVEL



This form may be used to report incidents of sex discrimination, including discrimination based on gender, sexual harassment, sexual violence, relationship/domestic violence, stalking, and/or discrimination based on pregnancy.

The individual completing this form should not investigate the alleged incident(s). All interim measures must be administered by the Title IX Coordinator, Maggie Denney, who can be reached at 813-974-8616 or denney1@usf.edu

Please don't leave any questions blank. If you do not know the answer, put "unknown" or "N/A" (not applicable). Instructions for how to complete this form can be found at <https://www.usf.edu/title-ix/fileareport.aspx>

Select the risk level you believe most likely represents this incident below:

- Emergency/High Risk (In emergencies, dial 911 first and report to police. Next, call the Title IX Coordinator at 813-974-8616 and make a verbal report, then complete this form.)
- Urgent/Risk (If a question exist regarding level of risk consult TIX office)
- Controlled/Low Risk (Incident is passed; some concern remains)

EMERGENCY!!

If this is an emergency, do not complete the Title IX report form. Call 911 and notify your supervisor, then call the Title IX Coordinator at 813-974-8616 and make a verbal report. We will have you complete the report form once the emergency has passed.

URGENT v. LOW

Urgent is for reports in which the complainant could be harmed again. For example, a student in a violent relationship or a student experiencing stalking. Low risk is for incidents that have passed but there's still concern for the complainant. For example, a sexual assault that occurred over the weekend.

PAGE 2 – YOUR INFORMATION

Your information (person filling out this form):

Your name (person filling out form)

Your phone number:

Your (USF) email address:

Department/title/role/relationship

Campus

DEPARTMENT / TITLE / ROLE

Please don't just put "faculty." Faculty where? Which department? Similarly, don't just put "Assistant Director". We need to know what department you oversee.

CAMPUS

The campus tab has 5 options. Tampa, St. Pete, and Sarasota are self-explanatory. Health is for any report involving any complainant or respondent affiliated with USF Health, be that a USF Health student or employee. For example, if a student in Music reports they were assaulted by a student in Pharmacy, choose the Health campus because the Respondent is affiliated with Health. World is for any incidents that occur during study abroad or during travel associated with USF.

PAGE 3 – DISCLOSER INFORMATION

Who made the disclosure to you?
The person who reported the incident to you is called the disclosing party.

Name of person who disclosed the information

U Number (if applicable)

Phone Number

USF Email Address

Is this a report of relationship (dating) or domestic violence?

yes

no

NAME

The discloser may be the person who experienced the incident, or they may be a third party.

ANONYMITY

You are required to provide the discloser's name. If they request to be anonymous, explain that we need their name but only for the purpose of sending an email with resources. We do not start any process on

their behalf, and we do not notify anyone outside the Title IX Office, such as the Respondent (accused), their parents, boss, professors, or the police.

SAFETY

If they say it's not safe to contact them via email or their parents or someone else has access to their email, ask them if its safe to contact them via phone. If they say email and phone are not safe, let them know you still need to put their name on the form, but you will note on the form that neither email or phone is safe, and the Title IX Coordinator will establish an alternative way to provide resources to them.

EMAIL ADDRESS

If you do not have their USF email address but have another account (such as a Gmail account) you can enter that address. We do prefer USF email whenever possible. If you don't have any email address for the discloser, just put "unknown".

RELATIONSHIP / DOMESTIC VIOLENCE

If the discloser tells you that they or someone else is experiencing relationship or domestic violence, click yes so that the form will ask you additional questions regarding safe means of contact. If the disclosure is about sexual harassment, stalking, or sexual assault, click no and it will skip the safety questions page.

>>> If you chose NO for relationship violence you may skip to the PAGE 5 instructions. <<<

PAGE 4 – SAFE TO CONTACT

The screenshot shows a form from the University of South Florida. At the top, there is a dark green header with the USF logo and the text 'UNIVERSITY OF SOUTH FLORIDA'. Below the header, the question 'Is the person who experienced this incident safe to contact? (please ask)' is displayed. A dropdown menu is open, showing four options: 'don't know/did not ask', 'email is safe', 'phone is safe', and 'both email and phone are safe'. The 'email is safe' option is currently selected. At the bottom of the form, there are two red buttons with white arrows: a left-pointing arrow on the left and a right-pointing arrow on the right.

SAFETY

In incidents of relationship and domestic violence, the offender often monitors the communication of the victim as a means to control them. This question helps us determine a safe way to contact the complainant.

Page 5 – STATUS OF DISCLOSER

USF UNIVERSITY OF SOUTH FLORIDA

Status of party who reported incident to you:

Student
Staff
Faculty
Other

Is person(s) who also experienced the incident?

← →

AFFILIATION

Please tell us how or if the person who disclosed is affiliated with USF.

FIRST-PARTY v. THIRD-PARTY

If the person who disclosed to you is also the person who experienced the incident, choose YES. This is a first-person report. If the person who disclosed to you is not the person who experienced the incident, this is a third-party report and you should choose NO. Choosing NO will generate an extra page where you can provide information about the victim, if you have it. If you don't have information about the victim, you still need to complete the next page, but will need to put "unknown" or "N/A" if you don't have the information requested. Please don't leave any questions blank. Choosing YES (first-person report) will skip the extra page for victim information.

>>> If you chose YES, skip to Page 7 instructions. <<<

PAGE 6 – VICTIM INFORMATION

Name of person who experienced the incident (may be identified as victim):

U Number (if applicable) :

Phone Number:

Email Address (USF)

Status of person who experienced the incident:

Was this the only person that experienced the incident?

Yes

No

If this is a first-person report, you would have provided this information on page 3 and chosen YES on page 5. You will only see this page if this is a third-party report and chose NO on page 5.

NAME

You do have to provide the victim's name if you have it. They cannot remain anonymous. If they request to be anonymous, explain that we need their name but only for the purpose of sending an email with resources. We do not start any process on their behalf, and we do not notify anyone outside the Title IX Office, such as the Respondent (accused), their parents, boss, professors, or the police.

SAFETY

If they say it's not safe to contact them via email or their parents or someone has access to their email, ask them if it's safe to contact them via phone. If they say email and phone are not safe, let them know you still need to put their name on the form, but you will note on the form that neither email or phone is safe, and the Title IX Coordinator will establish an alternative way to provide resources to them.

MISSING INFO

If you don't have the victim's U number, phone, email, etc. – that's okay. Put "unknown" but please don't leave any questions blank.

AFFILIATION

Please tell us how of if the victim is affiliated with USF on the status drop down. If they are not affiliated, you still need to submit this form.

MULTIPLE COMPLAINANTS

If they were the only victim, choose YES on the last questions. If there were other victims (even if you do not have information for those victims) click NO. This will generate an extra page where you can provide any information you may have about additional complainants. If you choose YES (this was the only victim) you may skip to PAGE 8 instructions.

PAGE 7 – INFO FOR ADDITIONAL VICTIMS

USF UNIVERSITY OF SOUTH FLORIDA

Name(s) of other(s) who experienced the incident with contact information (U numbers, phone numbers, email addresses)

← →

If there is more than one complainant, please enter the names, contact info and U numbers of additional victims.

PAGE 8 – RESPONDING PARTY

Name of responding party (accused):

Phone number:

Email (USF):

U number:

Status of responding party:

On this page you can provide any information about the Respondent (accused). If you do not have any information about the Respondent, that is okay, enter “unknown” or N/A, but please don’t leave any questions blank.

PAGE 9 – BRIEF DESCRIPTION

Please provide a brief description of the reported Title IX incident and how it was disclosed to you. For example, did they disclose in person, by email, or by phone? What did they disclose that prompted you to complete this form? This should only be brief summary. **Please do not conduct any inquiry or investigation into the matter.** *The Title IX Office will conduct inquiry to collect any necessary information that you may not have.*

Please type description here (box expands)

Please provide a brief summary explaining how you came to receive the disclosure and what was disclosed to you.

EXAMPLES

1. *The student approached me after class and disclosed they had been assaulted over spring break and the next assignment was triggering them. They requested an accommodation of an alternative assignment. I provided the accommodation.*
2. *The employee emailed me to notify me they could not come to work today because they recently separated from their abusive spouse and their spouse is now on campus attempting to find them.*

Location of reported incident (if exact location is known please enter in corresponding text box below):

On campus residential
[text box]

On campus nonresidential
[text box]

Off campus
[text box]

USF-sponsored off campus event/trip
[text box]

Unknown

other:
[text box]

Date of incident (if known). If unsure write "unknown".
[text box]

Time of alleged incident (if exact time is unknown, you may write morning, afternoon, evening [if this information is available]).
[text box]

[red left arrow] [red right arrow]

LOCATION

For location (if known) click on the corresponding location type. Then, in the space below, type the exact location (if known). For example, if the incident occurred in the Magnolia Hall, you would choose ON CAMPUS RESIDENTIAL and underneath type "Magnolia Hall". If the incident occurred on campus but it was not a residential building, such as the Library or a classroom, choose ON CAMPUS NONRESIDENTIAL

DATE

For the date of the incident, put the exact date if you have it. If you are only provided with an approximation, such as Spring Break or last semester, you can put that.

TIME

It is unlikely you will know the exact time of an incident, but if you do, include it. If you do not, but the complainant says it occurred in the evening or afternoon, you can put that. Otherwise, put “unknown”.

PAGE 10 – RESPONSIBLE EMPLOYEE NOTIFICATION

Did you notify disclosing party you are a Responsible Employee?

Did you provide resources to the victim?

- Title IX
- Victim Advocacy
- Police
- Counseling
- Medical
- Rape Crisis Center
- Domestic Violence Shelter
- Other

No resources were provided (explain)

List all other actions taken, such as notifying a supervisor, HR, submitting a SOCAT or SRR referral, police, etc.

If you were able to notify the discloser that you are a Responsible Employee, please choose YES. If you were not able to tell them, that’s okay. We just like to know so we can modify our initial email and explain why they are being contacted.

RESOURCES

Please make sure to always provide resources to the discloser. In this area you can let us know which resources you provided. If you were unable to provide resources, that’s okay, just let us know why. For example, you might write *Third-party report, no access to victim*.

OTHER ACTIONS

In this section, please let us know all other actions you took in response to this disclosure. For example, if you submitted a SOCAT referral for the victim, you would indicate that here. Please list anyone you told about this report, as we must document each person that knows and what they did to respond.

PRIVACY

To protect the privacy of all involved, you should not discuss disclosure with others without first consulting the Title IX Coordinator at 813-974-8616.

PAGE 11 – ATTACHMENTS

If you have any additional information you wish to submit please do so here (you may upload a file):

Drop files or click here to upload

Thank you for submitting this Title IX incident form. Please sign and date the form to submit the report.

If you have any questions or concerns please contact: 813-974-8616.

Your signature:

Date:

←→

If the discloser contacted you via email, please upload the email here. If the discloser provided any pictures, texts, phone logs, videos, etc., please upload them here.

ADDITIONAL DOCUMENTS

This form will only allow one upload. If you need to submit more than one upload, please email additional evidence to denney1@usf.edu

SIGN AND DATE

Type your signature and today's date.

DON'T FORGET TO CLICK THE NEXT BUTTON TO SUBMIT!

You will then get the automated response below. If you see this response, we received your report. If you do not see this response, please submit again, or call the Title IX Coordinator at 813-974-8616.



Thank you for submitting the Title IX incident report. The Title IX Office will review this report and reach out if any additional information is needed.