



SEX AND GENDER-BASED DISCRIMINATION, VIOLENCE, AND HARASSMENT
NOTICE REPORT FORM

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX. Individuals designated as responsible reporters by El Paso Community College must complete this form upon receiving notice of an alleged violation of DIAA (LOCAL) and DIAA (LEGAL) and submit it to Employee Relations upon completion.

REPORTER INFORMATION

Name: Title/Role:

Student Faculty (FT) Faculty (PT) Staff Other

Phone Number: E-mail:

REPORT INFORMATION

Report Date:

Received: In Person E-mail Phone Call Postal Mail Social Media Other

Reporter: [Recipient ID]:

Phone Number: E-mail:

Relationship to Incident(s): Complainant Respondent Witness Other

Affiliation: Student Faculty Staff Alumni Guest Other

INCIDENT INFORMATION

Incident Date(s):

Incident Time(s):

Incident Location(s):

- Campus Building
Campus Outdoors
Off Campus
College Sponsored Event
Other

Specific Location(s):

Clery Reportable: Yes No Unsure

Incident Type(s):

- Discrimination
Harassment
Violence
Stalking
Retaliation

Protected Characteristic(s) Basis for Report:

- Sex/Gender
Gender Identity
Gender Expression
Sexual/Affectional Orientation
Pregnancy/Parenting Status

Other _____

Has this information been reported to law enforcement? Yes No Unsure

Agency: _____

Date Reported: _____

Case No.: _____

Has this information been reported to a federal or state agency? Yes No Unsure

Agency: _____

Date Reported: _____

Case No.: _____

INVOLVED PARTIES

Respondent: _____

[Recipient ID]: _____

Affiliation: Student Faculty Staff Alumni Guest Other _____

Phone Number: _____

E-mail: _____

Complainant: _____

[Recipient ID]: _____

Affiliation: Student Faculty Staff Alumni Guest Other _____

Phone Number: _____

E-mail: _____

INCIDENT DESCRIPTION

RESPONSE

I have offered assistance with arranging:

- medical care
- mental health services
- reporting to law enforcement
- victim advocate services

I have submitted:

- Clery Report (if applicable)
- [Agency] Report (if Complainant is a minor)
- Police Report (if required by law)

I have notified the reporter that this information is being submitted to the Title IX Coordinator

I have provided the reporter with the institution's VAWA brochure

Requested Response: No Action Supportive Measures Only Meet with Title IX Coordinator Other _____