



ALFRED STATE INTAKE FORM



TITLE IX REPORT INFORMATION

Use this form to record information needed for Title IX reporting purposes. This form and the accompanying Title IX Information Checklist must be completed by the College Official when meeting with the reporting individual.

Read the following statement to the reporting individual: *“You have the right to make a report to university police, local law enforcement, and/or state police or choose not to report. You have the right to report the incident to the College, to be protected by the College from retaliation for reporting an incident, and to receive assistance and resources from the College.”*

INCIDENT INFORMATION	
Reporting Individual’s Name :	Reporting Individual Status: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other
Reporting Individual’s Local Address :	Telephone (Home): (Cell):
Date of Incident:	Date College Became Aware of Concern:
Name of Accused:	Accused’s Status: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other
Location of Incident: Optional: Clery-covered Location? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have criminal charges been filed? <input type="checkbox"/> Yes <input type="checkbox"/> No Was a Student Conduct complaint filed at time of notification? <input type="checkbox"/> Yes <input type="checkbox"/> No
Today’s Date and Time:	College Official Name (required):

TYPE OF ALLEGED HARASSMENT

Description of Alleged Harassment (including information regarding any witnesses):

TITLE IX INFORMATION CHECKLIST

Name of Reporting Individual

Date of Incident

CRITICAL INCIDENT RESPONSE:

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive medical services on campus at Health & Wellness Services? <ul style="list-style-type: none"> T.A. Parish Hall (607) 587-4200 www.alfredstate.edu/student-life/health-and-wellness-services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive medical services at Jones Memorial Hospital? <ul style="list-style-type: none"> 191 N. Main St., Wellsville, NY 14895 www.urmc.rochester.edu/jones-memorial-hospital.aspx
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive confidential counseling at Health & Wellness Services? <ul style="list-style-type: none"> (see above)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive services from Connecting Communities in Action? <ul style="list-style-type: none"> 24-Hour Victim Services Hotline: 1-888-945-3970 www.ccaction.org/victim-services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive services from the NYS Police Campus Assault Unit? <ul style="list-style-type: none"> 1-844-845-7269 https://troopers.ny.gov/campus-sexual-assault-victims-unit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a report with Alfred State University Police? <ul style="list-style-type: none"> Theta Gamma House (607) 587-3999 https://www.alfredstate.edu/university-police
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a report with Alfred Village Police? <ul style="list-style-type: none"> 7 W. University St., Alfred, NY 14802 (607) 587-8877 https://www.alfredpd.org/contact.html
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Describe):

We discussed information and options regarding the following measures (check all that apply and indicate accommodations that are requested or in place at this time):

<input type="checkbox"/> Room Lock Change	<input type="checkbox"/> Housing Change (accused or reporting party)
<input type="checkbox"/> Reasonable safety accommodations (including security escort, or other accommodations)	<input type="checkbox"/> Other (describe):

OFFICE VISIT FOLLOW-UP/DELAYED REPORT

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were you informed of where to find the Student Code of Conduct and a description of the conduct process? <ul style="list-style-type: none"> • https://www.alfredstate.edu/student-code-of-conduct
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a report with law enforcement : University Police, Alfred Village Police, or other agency?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file criminal charges against the accused person?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a report with the Title IX Coordinator or have you already? <ul style="list-style-type: none"> • https://www.alfredstate.edu/student-life/center-for-equity/title-ix
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a complaint or have you already filed against a college employee or visitor with the Office of Human Resources, Huntington Admin. Bldg., (607) 587-4025.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a formal Title IX complaint to initiate an investigation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At this time, are you undecided as to whether you want to pursue any of the reporting options available to you?

SUPPORTIVE MEASURES:

We discussed information and options regarding the following measures (check all that apply and indicate accommodations that are requested or in place at this time):

<input type="checkbox"/> Restriction from contact with accused student (i.e., mutual or one-way no contact orders)	<input type="checkbox"/> Change of housing for either accused or reporting individual
<input type="checkbox"/> Reasonable safety accommodations (including security escort, or other accommodations)	<input type="checkbox"/> Academic accommodations (such as alternate classroom or schedule)
<input type="checkbox"/> Room lock change	<input type="checkbox"/> Academic support services
<input type="checkbox"/> Change in on-campus work assignment or work relocation or work hours adjustment (Describe):	
<input type="checkbox"/> Other Actions (Describe):	

INFORMATION

If you elect to file a report with law enforcement, any potential criminal activity related to the incident you reported may be investigated. You may also choose to consult a private attorney to explore legal options.

If you elect *not* to pursue or participate in disciplinary action (as applicable) with the Title IX and/or Student Conduct Office, the College may determine it is necessary to pursue the complaint process without your involvement. You will be notified if such an action is needed. In addition, the College may be required to document this report for Clery Act statistics. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. No personally identifiable information about you is disclosed in the preparation and publishing of Clery Act reports.

The College *can* act on your complaint if you decide to pursue it later. You may request further action at any future time, consistent with the institution's policy. However, the longer the period lapsed from the time of the incident, the more difficult it will be to obtain information.

You may have protections under Title IX and the Violence Against Women Act (VAWA)/Clery Act. Sexual harassment, assault, and violence are forms of sex discrimination and therefore violate law and policy. Retaliation against anyone who participates in a complaint process will result in appropriate sanctions or other disciplinary action as covered by applicable policies, laws and/or collective bargaining agreements.

You are encouraged to meet with the Title IX Coordinator at any time to discuss your options, concerns and questions. Please contact Antoinette Gress, Interim Title IX Coordinator at (607) 587-4325 (confidential voicemail), GressAM@alfredstate.edu, or by visiting the Town House Commons Bldg. The Title IX webpage, www.alfredstate.edu/student-life/center-for-equity/title-ix outlines available resources and your rights.

I understand I have the right to a conduct process (as applicable) that runs concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence (temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay).

I understand I can change my decision regarding the above listed services at any time. If I change my decision, I will contact University Police, the Title IX Office, or the service provider directly. **I have been advised of the options and resources available to me and the information contained on this form.**

I have advised the reporting individual on the options, resources, and interim measures available. I have also provided written information including a list of community and campus resources, other brochures and handouts as appropriate, and the web address for the SAVR resource: www.suny.edu/violence-response/

Make Copies as Needed:

- Original: The Title IX Coordinator.
- Copy 1: Office records.
- Copy 2: Made available to Complainant upon request.

Reporting Individual

Initials

Date

College Official

Printed Name

Signature

Date