

Pearl River Community College

TITLE IX AND SEXUAL MISCONDUCT INCIDENT REPORTING FORM

Instructions: Please complete this form to the best of your ability. Report only one incident per form. Please submit this form to the Title IX Coordinator within 24 hours of becoming aware of any incident.

Pearl River Community College requires that all faculty and staff report issues of sexual violence, discrimination and sexual misconduct to the Title IX Coordinator or to the PRCC Campus Police Department.

If you are reporting an incident on behalf of someone else, whenever possible, please be sure the person disclosing information to you understands that this form is NOT CONFIDENTIAL, and if you are faculty or staff that you are obligated to report this information to Pearl River Community College officials. If the individual does not know that you are reporting the incident, please indicate this in the area below.

Please submit this form to:

Alexandra Kennedy
Title IX Coordinator
akennedy@prcc.edu
601.403.1546

OR

PRCC Campus Police Department
Location: Poplarville, Hattiesburg, or Waveland

BACKGROUND INFORMATION:

Your full name: _____

Your position/title: _____

Your phone number: _____

Your email address: _____

Your physical address: _____

Date of the incident: _____

Time of the incident: _____

Location of the incident:

- On Campus – indicate location: _____
- Residence Hall- identify RH: _____
- Off Campus – indicate location: _____

INVOLVED PARTIES: You are encouraged to include names of all involved parties (complainant, respondent, witnesses, reporting party)

Name or Organization	Email Address and Phone Number	Physical Address or Residence Hall	Role (Complainant, Respondent, etc.)	PRCC Student ID Number

How did you become aware of this incident/situation?

When did you become aware of the incident (the day you received the report)?

Please describe the incident in as much detail as possible:

Are there any other individuals to whom the complainant/victim has reported the incident? If so, please list the names, emails and phone numbers if known.

Does the complainant/victim know you are submitting this report? Yes___ No___

Is there supporting documentation? For example, photos, email, medical reports, video surveillance, text messages?

- What type of documentation? _____
- Who has possession of the documentation? _____