



BIAS INCIDENT AND HATE CRIME REPORTING FORM

**IF YOU ARE DEALING WITH AN EMERGENCY SITUATION, PLEASE CALL EXT. 7333,
AND USE THIS FORM LATER.**

TO REPORT AN INCIDENT:

Please use this form to report any event that you believe to have been hate- or bias-motivated. When making a report, be accurate, provide as much detail as possible, and report the incident as soon as possible. Your report will be forwarded to the Office of Equal Opportunity and Affirmative Action.

Evidence Collection

- Incidents in the form of graffiti, vandalism, or public postings will be documented collected as evidence by Security. Under no circumstances should physical evidence be removed or tampered with by anyone but Security, since altering the evidence could seriously compromise any subsequent investigation.
- If the incident is in the form of **e-mail**, keep the email in your in-box. Do not delete, alter or forward the message. Contact Campus Security, ext. 5221 to inform them of the email. Security will contact appropriate campus officials to investigate the source of the email.
- For other types of physical evidence, contact Security for investigation and collection.

VOLUNTARY INFORMATION:

Individuals are not obligated to include their name, however, anonymous reporting may hinder the College's ability to respond and may limit or prevent the College from pursuing disciplinary action against the alleged perpetrators.

Name: _____

Email: _____

Phone: _____

Affiliation with Vassar College

- Student
- Faculty
- Administrator
- Staff

Is this a: New report Modification of an existing report

Today's date: _____ (mm/dd/yy)

What was the date of the incident? _____ (mm/dd/yy)

Approximately what time did the incident take place? _____

The person completing this form is (check all that apply):

- A victim of this incident
- A witness to this incident
- A friend or acquaintance **who did not witness the incident**

Affiliation with Vassar College

- Student
- Faculty
- Administrator
- Staff

To your knowledge, was this incident reported previously? Yes No

If so, to whom? _____

How many people were targeted by the incident? _____

Were they (check all that apply)

- Vassar student(s)
- Vassar faculty
- Vassar administrator
- Vassar staff
- Family member of Vassar student/staff/faculty
- Not affiliated with Vassar
- Don't know

How many people were perpetrators of the incident? _____

Were they (check all that apply):

- Vassar student(s)
- Vassar faculty
- Vassar administrator
- Vassar staff
- Family member of Vassar student/staff/faculty
- Not affiliated with Vassar
- Don't know

Where did the incident take place (be specific)?

Describe the perpetrator(s) in as much detail as possible, including sex, estimated age, and physical characteristics. . (Use additional pages as needed.)

The incident appeared to be motivated by (please check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> National origin | <input type="checkbox"/> Age |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Immigration status | <input type="checkbox"/> Veteran Status | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Social/Economic class | <input type="checkbox"/> Religious Affiliation | _____ |
| <input type="checkbox"/> Gender Identity or Expression | <input type="checkbox"/> Ethnicity | _____ |

The incident involved (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Physical Assault | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Sexual assault | <input type="checkbox"/> Telephone Harassment |
| <input type="checkbox"/> Verbal assault | <input type="checkbox"/> Email/internet message |
| <input type="checkbox"/> Threat of violence | <input type="checkbox"/> Written slur/graffiti |
| <input type="checkbox"/> Threat of "outing" | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> Pursuit/chase | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Stalking | |

Describe what happened (time and location of incident, number of witnesses, and any details that make you believe the incident was bias or hate-motivated). If the incident was verbal, write down exactly what was said to the best of your recollection. Include other pertinent information that may assist the College in responding to the incident. Use additional pages as needed.

