



FIVE TOWNS COLLEGE

Title IX: Intake Worksheet

1. File Date:

2. Complainant Name: _____

Best Contact Information: _____

3. Bystander/Witness Name(s): _____

Best Contact Information: _____

4. Respondent Name: _____

Best Contact Information: _____

5. Initially Reported to (Name/Title): _____

6. Time/Date/Location of Incident(s): _____

7. Description of Conduct: _____

8. Complaints' Rights/Exceptions Explained (see page 2): Y / N

9. Consent to Investigate Given: Y / N Exception Present: Y / N

If Yes, specify by letter: _____

10. Referred to State police/Local law enforcement/Campus Security: Y / N

11. Forensic Exam Offered: Y / N Conducted: Y / N If Yes, list provider: (SANE)

12. Referred to Health Services/Counseling Services/Rape Crisis Center: Y / N

13. Recommended Interim Measures: _____

Complainants' Rights: The 4 Rs

1. Report to Law Enforcement: You have the right to make a report to the College's Office of Public Safety/FTC campus security, local law enforcement, and/or state police **OR Choose Not to Report;**

2. Report to College: You have the right to report the incident to your institution;

3. Retaliation: You have the right to be protected by the institution from retaliation for reporting an incident; and

4. Resources: You have the right to receive assistance and resources from your institution.

EXCEPTIONS

***Declining to consent to an investigation shall be honored **UNLESS** the institution determines in good faith that failure to investigate creates a potential risk of harm to the reporting individual or other members of the community. Factors used to determine whether to honor such a request include, but are not limited to:

a. Whether the accused has a history of violent behavior or is a repeat offender;

b. Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;

c. The increased risk that the accused will commit additional acts of violence;

d. Whether the accused used a weapon or force;

e. Whether the reporting individual is a minor; and

f. Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

Please note: In any of the above exceptions, the College is obliged to institute an investigation.