



Title IX Complaint and Intake Form

If you have experienced any form of violence, harassment, or discrimination, the most important thing is getting to a safe place and taking care of yourself. Realize that what happened to you is not your fault and that you are in control of what happens next. Telling someone is a brave act, but there may be reasons why you might not feel comfortable sharing with other people. At the same time, there are many benefits to telling someone what happened and for this reason, we encourage you to inform us of any incident. You can use this form (print) to report an incident to the Title IX Coordinator, Doris K. Lacey, or Vernita Chandler, Title IX Assistant Coordinator at 256-469-7333.

General Information:

Date of this Report: _____

Has this incident been reported to the Huntsville Police Department? Yes No

Information about the Person making the Complaint - Is the (Complainant) a: Student,

Employee or, Visitor?

Name of Complainant; Student or Employee: _____

Department: _____ Daytime Phone: _____

Evening Phone: _____

Address: _____

Email Address: _____

Preferred Method of Contact: Phone Email

Date of Incident _____ Approximate Time: _____

Where did the incident take place (be specific)?

What type of incident:

Sexual Harassment – unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Students or employees of any sex can be victims of sexual harassment and the harasser and the victim can be of the same sex. Please see Prohibited Sexual Misconduct and Title IX Policies and Procedures for more details.

Quid Pro Quo – threats and rewards as a condition of employment or education for failing to accept or reject someone’s advances.

Hostile Work Environment – behavior perceived as abusive enough to create a hostile work or educational environment.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence - a form of sexual violence and abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or someone similarly situated under California domestic or family violence law.

Forcible Sex Offense - Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

Stalking - willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family or suffer substantial emotional distress. To determine whether stalking has occurred, harass means “engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.” A course of conduct means two or more acts occurring over some time, however short, evidencing a continuity of purpose. Credible threat means a verbal or written threat, including that, performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct.

Prohibited Conduct - refers to matters of sexual assault, sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, medical condition, veteran status, or any other characteristic protected by law. Please see Prohibited Sexual Misconduct and Title IX Policies and Procedures for more details.

Other – please describe:

If the Complainant believes the incident involves discrimination, was the discrimination based on **Race**, **Color**, **National or Ethnic Origin**, **Ancestry**, **Sex**, **Age**, **Disability**, **Religion**, **Medical Condition**, **Sexual Orientation**, **Gender Identity or Expression**, **Veteran Status**, or **Marital Status**? Please check all that apply.

Describe the incident in the space below, including dates, places, witnesses, and provide supporting documents. You may use an attachment for additional information.

Who else has been notified of this incident?

Name: _____ Date Notified: _____

Student or Employee ID Number: _____

Title or Department: _____ Daytime Phone: _____

Evening Phone: _____, Email Address _____

Address: _____

Name: _____ Date Notified: _____

Student or Employee ID Number: _____

Title or Department: _____ Daytime Phone: _____
Evening Phone: _____ , Email Address _____
Address: _____

Information about the Person the Complaint is Made Against (Respondent)

Name of the Respondent: _____

Is the Respondent a: Student, Employee, or Visitor?

Student or Employee ID Number: _____

Department: _____ Daytime Phone: _____
Evening Phone: _____ , Email Address _____

Address: _____

Preferred Method of Contact if known:

Phone **Email Accommodations** or **Remedies Requested.** If the Complainant has specific remedies or accommodations that he or she would like to request please list in the space below. (Use additional pages if necessary, to identify them).

Information about the Person Completing this Form

Name of the Person Completing this Form: _____

Student or Employee ID Number: _____

Department: _____ Daytime Phone: _____
Evening Phone: _____ Email Address _____

Address: _____

Confidentiality: Huntsville Bible College will make reasonable and appropriate efforts to preserve the Respondent's and Complainant's privacy and protect the confidentiality of information. Should the Complainant request confidentiality the Title IX Coordinators will inform him or her that the HBC's ability to respond may, therefore, be limited, but where feasible, it will take reasonable steps to prevent prohibited conduct and limit its effects. The Title IX Coordinators will also inform the Complainant that it is not always possible to provide confidentiality and that HBC's decision to share information with others is subject to other considerations. HBC is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Names and other identifying details of the incident are not made public in the annual crime report. HBC is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate crime, or sexual assault to law enforcement. While HBC strongly encourages and will assist the Complainant in filing a report with the Police or other trauma services, ultimately it is up to the Complainant whether or not to take this action. Except if required by governmental agencies, HBC will not disclose a victim's identity unless the victim consents to be identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclose his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

I have read the Confidentiality Statement and hereby understand and accept the conditions therein.

Print Name: _____

Signature _____ Date _____

Submit in person, fax, US mail or e-mail to:

Doris K. Lacey
Title IX Coordinator
Huntsville Bible College
906 Oakwood Avenue
Huntsville, AL 35811

256-469-7533 (phone)

256-469-7549 (fax)

counseling@hbc1.edu (E-mail)