



Voices Against Violence Incident Report Form

This form is intended to convey information needed to track the University's response to the sexual misconduct being reported.

Instructions

If someone is in imminent danger, immediately call UMBC Police at 410-455-5555.

Contact Voices Against Violence (VAV) at 410-455-3748 or 443-902-0879 for assistance with any other immediate needs.

This form must be completed by all "Responsible Employees" (faculty/staff) upon learning of any form of sexual misconduct involving a UMBC community member (herein referred to as survivor), regardless of when or where the incident occurred. Sexual misconduct includes: sexual assault, relationship violence or domestic violence (physical, sexual, and/or emotional), stalking or harassment (electronically or otherwise), sexual exploitation, or sexual intimidation. Only fill-in what the survivor has stated; incomplete forms are acceptable.

There are three parts to this form:

- Disclosure Information – to be completed by staff/faculty
- Staff/Faculty Checklist – to be completed by staff/faculty
- Resource List - to be detached and given to survivor

To submit the form: Forms should be delivered in a sealed envelope marked "**Private**" to the VAV program at University Health Services in Erickson Hall, **within 24 hours** of speaking to the survivor. If the survivor is staff/faculty, send the form to the Title IX Coordinator in the Administration Building, Room 902. You will be notified when forms are received. For any questions, contact vav@umbc.edu or 410-455-3748.

Disclosure Information

Incident ID: _____ (to be completed by VAV staff) Date of discussion with survivor: _____

Your name: _____ Your phone #: _____

Survivor's identification and contact information (unless report filed by UHS, Counseling Center, or licensed campus clergy):

Survivor's Name: _____ Student ID # _____

Survivor's phone #: _____ Campus Role: Student ___ Faculty/Staff ___ Other ___

Location of incident: ___ On-campus/UMBC property ___ Off-campus
 ___ At a UMBC-sponsored event off-campus ___ Online or other electronic means

Based on the details the survivor provided, the incident appears to be (check all that apply):

___ Sexual Assault ___ Sexual or Gender-based Harassment ___ Stalking
___ Relationship Violence ___ Sexual Exploitation ___ I am not sure
___ Domestic Violence ___ Sexual Intimidation

Did the incident occur in the last 120 hours/approximately 5 days: ___ Yes ___ No ___ Unknown

Turn document over to complete Staff/Faculty Checklist



Staff/Faculty Checklist

For disclosures of sexual assault, relationship violence, stalking or harassment

Use this checklist to assist in assessing the immediate needs of the survivor.

Initial next to the actions completed:

- _____ Assess for safety and take reasonable steps to assist with immediate concerns.
 - Suicidal thoughts: Call the Counseling Center at 410-455-2472 or, after-hours, call UMBC Police to be connected with the Counseling Center's on-call therapist.
 - Credible threats of violence or imminent harm by the alleged assailant or by the survivor: Contact UMBC Police immediately.
 - Does the student have a safe place to go? Contact VAV or UMBC Police for assistance with temporary housing options.

- _____ If the assault occurred in the last 120 hours/5 days, inform survivor that they can receive a SAFE (Sexual Assault Forensic Exam), which includes a medical evidentiary exam, emergency contraception, and preventative antibiotic therapy for STIs. Contact VAV to arrange transportation and/or accompaniment by an advocate, if needed. The See Resource List for information on local hospitals that perform the exam.

- _____ Inform survivor of your obligation to share the disclosed information with the University and that VAV will contact them to discuss support and resources. The survivor is not required to disclose the alleged assailant's name, however, if it is disclosed, the University will evaluate for informal or investigation/formal resolution.

- _____ Inform survivor that they can contact UMBC Police to file a report for an on-campus incident or receive assistance in filing a report for an off-campus incident. Contact VAV for accompaniment by an advocate, if needed.

- _____ Give survivor the Resource List attached to this form (detach list for survivor and retain the first two pages of this form to submit to VAV).

- _____ Report disclosures of child abuse or neglect, sexual or otherwise, to the local department of social services (410-853-3000), or local police department (410-887-2214), and UMBC Title IX Coordinator (410-455-5745). The UMBC Police can also assist with making reports of suspected child abuse or neglect.



Resource List

For disclosures of sexual assault, relationship violence, stalking or harassment

For immediate safety concerns, including threats and suicidal thoughts, call UMBC Police: 410-455-5555

On-Campus Resources

VOICES AGAINST VIOLENCE: Support services and on- and off-campus referrals for survivors, 410-455-3748. Visit vav.umbc.edu for more information.

COUNSELING CENTER: Confidential counseling and mental health services provided by licensed professionals (on-call after hours), including referrals to off-campus services, 410-455-2472

UMBC POLICE: 24-hour police services and emergency response, acts as liaison with other agencies (e.g. courts system, medical facilities, criminal investigations), including protective order registration for on-campus enforcement and campus escorts, 410-455-5555

UNIVERSITY HEALTH SERVICES: Free, confidential medical exams, including STI/HIV and pregnancy testing, for survivors, 410-455-2542

WOMEN'S CENTER: Provides resources, guidance and support for any campus member who has experienced sexual, gender-based or intimate partner violence, 410-455-2714

HUMAN RELATIONS/TITLE IX COORDINATOR: Resource for UMBC Title IX concerns, including resolution processes/investigations and accommodation requests for survivors. Stephanie Lazarus, 410-455-5745. More information on policies, procedures, and resources regarding Prohibited Sexual Misconduct and Other Related Misconduct at humanrelations.umbc.edu/sexual-misconduct/policies-and-procedures

VICE PRESIDENT OF STUDENT AFFAIRS OFFICE: Addresses a wide-variety of student concerns, including student life, housing, health/mental health, and student care and misconduct, 410-455-2393

Community Resources

Sexual Assault Forensic Exam (SAFE)

Survivors age 13+ can receive a free, **confidential** SAFE, performed by a trained nurse, within 120 hours/5 days of an assault at the local hospitals listed below. If possible, avoid showering, using the bathroom, and changing or washing clothes. Bring any evidence, such as clothing, to the exam. If needed, free transportation can be arranged through Voices Against Violence, University Health Services, and Campus Police (after-hours) – see phone numbers above.

GREATER BALTIMORE MEDICAL CENTER (GBMC), 6701 N. Charles Street, Baltimore (Towson)
SAFE Program: 443-849-3323, Emergency Room: 443-849-2226

MERCY HOSPITAL, 301 Saint Paul Street, Baltimore (City)
SAFE Program: 410-332-9499, Emergency Room: 410-332-9477

HOWARD COUNTY GENERAL HOSPITAL, 5755 Cedar Lane, Columbia, MD 21044
SAFE Program and Emergency Room: 410-740-7778

Resources continued on back

Off-Campus Resources and Helplines

The following agencies provide all or many of the following services for survivors: resource referrals, supportive listening, counseling services, housing/shelter services, and advocacy.

TURNAROUND, INC. (Baltimore County and City): 24-hour hotline: 443.279.0379

HOPEWORKS (Howard County): 24-hour hotline: 1.800.752.0191

BALTIMORE COUNTY DOMESTIC VIOLENCE REFERRAL PROGRAM: 24-hour hotline: 410.828.6390

FAMILY & CHILDREN'S SERVICES (Baltimore County): 410.281.1334

RAPE, ABUSE, AND INCEST NATIONAL NETWORK (RAINN) SEXUAL ASSAULT HOTLINE:

24-hour hotline: 1.800.656.4673, Online chat hotline: <https://ohl.rainn.org/online/>

NATIONAL DOMESTIC VIOLENCE HOTLINE:

24-hour hotline: 1.800.799.7233, Online chat hotline: www.thehotline.org/

GLBT NATIONAL HELP CENTER: Hotline: 1.888.843.4564, Online chat hotline:

www.glbtnationalhelpcenter.org/chat/index.html

MALE SURVIVOR RESOURCES: www.malesurvivor.org