



# HUTCHINSON COMMUNITY COLLEGE

## **Responsible Employee (RE) Title IX Report Form**

*Office of Equity & Compliance*

Date of report (mm/dd/yyyy):

Name of HutchCC Responsible Employee (RE):

Phone Number of HutchCC RE:

E-mail Address of HutchCC RE:

Date that incident occurred (mm/dd/yyyy):

*If multiple incidents were reported or if the date the incident occurred is unknown, please note below:*

### **Reporting Person Contact Information**

Incident Reported to RE by: (The Victim or a Third Party) *Circle one.*

First and Last Name:

Phone Number:

E-mail Address:

If a third party reported the incident to you, please enter the relationship of the third party to the victim:

### **Agency Notified**

If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.

Agency:

Does the victim want the incident reported to law enforcement? (Yes, No) *Circle one.*

## Incident Information

Please note that sex offenses, domestic violence, dating violence, and stalking are reportable offenses under the Clery Act. The information listed below is helpful in determining which incidents are reportable under both the Clery Act and Title IX.

Location of incident (*building name, street address, office number*):

Name of person who experienced sex-based discrimination or sexual violence (*if known*):

Location of incident (*building name, street address, office number*)

Time of incident (if known):

Name of alleged perpetrator (*if known*):

Other persons involved in or witness to the incident (*if known*):

Incident description (*Please provide specific, detailed information; can attach additional document if necessary*):

## Location

What best describes the location of the crime? (*If the incident occurred in multiple places, circle all that apply.*)

- ✓ On campus, residence hall or official campus housing
- ✓ On campus, not in a residence hall or official campus housing
- ✓ Public property immediately adjacent to campus
- ✓ Non-campus property, owned, leased or controlled by the college
- ✓ Unknown location, other
- ✓ I do not know which category this location would fall under.

*Please review the information within the form. When complete, submit the form to:*

HutchCC Office of Equity & Compliance  
Attention: Jacob Gunden (Title IX Coordinator)  
1300 N Plum  
Hutchinson, KS 67501  
620-665-3512  
[E-mail to Jacob Gunden](#)