



Incident Reporting Form

If you need to report an EMERGENCY first call **9-1-1** or Casa Loma College at (818) 785-2726, then after the incident is over complete this form.

Thank you for using this Incident Report form to report your concerns related to student conduct, student wellness, and any related concerns. The Campus Safety and Security Authority and/or Title IX Coordinator will respond. Please know that you and the witnesses you identify in the report might be contacted by the CSA or Title IX Coordinator for further information about the incident.

If you would like to report a Title IX Complaint (matters related to Gender Based Discrimination, Sexual Violence, Sexual Harassment, or Stalking) please contact Veronica Pantoja, Title IX Coordinator in Human Resources (veronica.pantoja@casalomacollege.edu) or the Title IX Office (818-785-2726 ext. 223). She can walk you through reporting options, informal and formal investigation options, and provide you with resources as well as options to speak with off-campus resources.

Please note that disciplinary records are protected by federal privacy law called the Family Educational Rights and Privacy Act.

BACKGROUND INFORMATION

Name

Cell Phone/Home Phone

Email Address

Nature of Report

_____ Student Conduct

_____ Title IX (sexual harassment, sexual violence, domestic or dating violence, stalking)

_____ Gender Based Discrimination

_____ Concerning Behavior

_____ Threatening Behavior

_____ Informal Complaint

_____ Other: _____

Date of Incident

(MM/DD/YYYY) : _____

Time of Incident

(AM/PM): _____

Location of Incident (be specific)

1st Floor (describe where): _____

2nd Floor (describe where): _____

3rd Floor (describe where): _____

College Parking Lot

Externship Site (name of site): _____

Outside College Property

Other (describe): _____

INVOLVED PARTIES

Please list ONLY the alleged offender(s), victim(s), and students/ guests of concern involved in the space provided below. Provide as much information as you can.

Name of Individual: _____

Gender: _____ Male _____ Female

Is Person The: _____ Victim OR _____ Alleged Offender

Is Person A: _____ Student _____ College Employee _____ Guest

Email Address: _____ Phone Number: _____

Name of Individual: _____

Gender: _____ Male _____ Female

Is Person The: _____ Victim OR _____ Alleged Offender

Is Person A: _____ Student _____ College Employee _____ Guest
Email Address: _____ Phone Number: _____

Detailed Description

Please provide a detailed description of the incident/concern using specific, concise, objective language. A properly submitted Incident Report will include: 1. Date, time and location of the incident 2. Who confronted the situation and why 3. Everyone listed in the involved parties must be listed in the narrative section indicating their involvement 4. Make no assumptions and state what is factually observed (Required):

Is the person aware of your concern or that you have completed this incident report?

_____ Yes _____ No

Supporting Documentation

Photos, email and other supporting documentation may be attached to this report.