

Name of Complainant _____
Department _____
Phone Number _____
Email _____

Name of Accused _____
Department _____
Phone Number _____
Email _____
Relationship to the Complainant _____

Date of Incident _____
(one form per incident)

Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop the accused behavior?

Describe the harm you have suffered as a result of the event?

Were there any witnesses to this specific event? (If yes, provide their names.)

Is there additional physical evidence that supports your complaint?
If so, please describe it here or attach a copy of the evidence.

What is your desired outcome of the investigation?

