

# ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT VIOLENT INCIDENT REPORT FORM

Employee Name: \_\_\_\_\_

Name/Title/Contact Information of Person Completing Form: \_\_\_\_\_

<u>Date/Time</u>	<u>Location/ Department</u>	<u>Incident Description</u> <small>(Please include as much detail as possible. Include additional sheet if necessary.)</small>	<u>Violence Committed By?<sup>1</sup></u>

**Type of Incident:** (check all that apply)

- Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)  Attack with weapon (e.g. gun, knife, other object)
- Threat of physical force or use of weapon or other object  Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)  Verbal Harassment
- Animal Attack  Other \_\_\_\_\_

**Incident Location Specifics:** (check all that apply)

- Office  Classroom  Hallway  Restroom/Bathroom  Parking Lot  Other Area Outside Building
- Personal Residence  Break Room  Cafeteria  Other: \_\_\_\_\_

**Incident Specifics:** (check all that apply)

- Victim Performing Usual Job Duties  Poor Lighting  Rushed  Working During Low Staffing Level
- High Crime Area  Isolated/Alone  Unable to Get Help/Assistance  Working in Community Setting  Working in Unfamiliar/New Location

**Consequence Specifics:** (check all that apply)

- Medical Treatment Provided  Assistance Provided to Conclude Incident (detail in Incident Description)
- Security Contacted  Law Enforcement Contacted  Lost Time of Work Hours: \_\_\_\_\_
- Actions Requested to Protect from Continuing Threat (if any): \_\_\_\_\_

*PLEASE NOTE: If the alleged conduct may fall within the Title IX definition of Sexual Harassment, including, but not limited to, Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the District's Title IX Coordinator will reach out to the reporting party to gather more information and provide resources. If the alleged conduct is determined to fall within Title IX, the Coordinator will conduct an intake meeting and offer supportive measures.*

<sup>1</sup> The perpetrator will be classified as: (1) client or customer; (2) family or friend of a client or customer; (3) stranger with criminal intent; (4) co-worker, supervisor or manager of victim, (5) partner or spouse, parent or relative of victim, or (6) other perpetrator.