

### Complainant/Victim Acknowledgement Form

Today's Date & Time \_\_\_\_\_ College official conducting intake \_\_\_\_\_  
Complainant's Name \_\_\_\_\_ Gender: Female  Male  Other \_\_\_\_\_  
Student  Employee  Other \_\_\_\_\_ Contact info (phone, email) \_\_\_\_\_

**INCIDENT DETAILS:**

Date & Time \_\_\_\_\_ Location \_\_\_\_\_  
Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORTING OPTIONS:** Please respond indicate your preferences for each of the reporting options listed below.

- |                       |                       |   |
|-----------------------|-----------------------|---|
| YES                   | NO                    |   |
| <input type="radio"/> | <input type="radio"/> | I want to file a complaint with University Police (607-587-3999), Alfred Village Police (607-587-8877), or other law enforcement agency for possible criminal action. |
| <input type="radio"/> | <input type="radio"/> | I want to file a complaint with the Office of Judicial Affairs (607-587-4065) for possible campus disciplinary action.  |
| <input type="radio"/> | <input type="radio"/> | I want to file a complaint with the college's Title IX Coordinator (607-587-4028).  |
| <input type="radio"/> | <input type="radio"/> | I do not wish to make a formal complaint at this time.  |
| <input type="radio"/> | <input type="radio"/> | I decline to participate further in any disciplinary action against the person I have accused.  |

**RESOURCE OPTIONS:** Please indicate whether you would like to be provided with any of the services listed below:

- |                       |                       |  |
|-----------------------|-----------------------|--|
| YES                   | NO                    |  |
| <input type="radio"/> | <input type="radio"/> | I want to receive medical services (recommended: Jones Memorial Hospital, Wellsville, NY).                             |
| <input type="radio"/> | <input type="radio"/> | I want to speak with a Victim Advocate.<br>(24-Hour service provided by Cattaraugus Community Action, 1-888-945-3970). |
| <input type="radio"/> | <input type="radio"/> | I want to be connected with an Alfred State counselor (607-587-4200).  |

**INTERIM MEASURES:** I would like to pursue the following interim measures. Please check your option(s):

- |                       |                                       |                       |   |
|-----------------------|---------------------------------------|-----------------------|---|
| <input type="radio"/> | No contact order with accused student | <input type="radio"/> | Accused student relocation of residential hall room |
| <input type="radio"/> | Faculty Notice (if out of school)     | <input type="radio"/> | Safety Escort Services                              |
| <input type="radio"/> | Alternate class schedule              | <input type="radio"/> | Academic Support Services                           |
| <input type="radio"/> | Other _____                           |                       |   |

Print Name (Complainant) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Provide complainant with copy of completed and signed form. Send copy to Title IX Coordinator.  
Maintain original copy for college records.*

**Confidential Resources:** Reporting to any of the following sources will be confidential. Your personal information will not be shared by any of the following services:

- 607-587-4200                      TA Parish Hall, student health and counseling services
- 1-888-945-3970                Cattaraugus Community Action (sexual assault victim services)
- Additional options listed below under Community Resources*

**Additional Information:** The University Police department is located at the Theta Gamma House [formerly known as the Victorian House]. If you choose to file a report with University Police, an officer may conduct an investigation based on potential criminal activity related to the incident you reported. When criminal charges are pursued, the college’s conduct process may need to be delayed while the law enforcement agency completes their investigation. You may also choose to consult a private attorney to explore your legal options.

If you choose *not* to pursue nor participate in disciplinary action with the student conduct system, the college may determine it is necessary to go forward with the complaint process without your involvement. You will be notified if such an action is needed. In addition, the college may be required to document this report for Clery Act statistics. There will be no personally identifiable information about you shared for this report.

The college may be able to act on your complaint if you decide to pursue it at a later date. You may request further conduct action at any future time, consistent with the college’s policy. The longer the period of time lapsed from the time of the incident, the more difficult it will be to obtain information.

Lastly, it is important that you are aware of the protections under Title IX and your rights as a complainant. Sexual harassment, sexual assault and sexual violence are forms of **sex discrimination** and are therefore violations of Title IX. **Retaliation** against you or any participant in the conduct or criminal process is strictly prohibited. Please inform University Police, the Title IX Coordinator or Deputy Coordinator, or the Office of Judicial Affairs if retaliation of any kind occurs. You are encouraged to meet with the Title IX Deputy Coordinator to discuss your options, concerns and questions. The college’s Title IX webpage, <https://www.alfredstate.edu/human-resources/title-ix>, provides contact information for all Deputy Coordinators, and outlines resources and your rights as a complainant.

**COLLEGE OFFICIAL SIGNATURE:** I, \_\_\_\_\_, have advised the complainant on options and resources and the information contained in this acknowledgement form. I have also provided written information (brochures, handouts) as appropriate.

<b>Campus Resources</b>	
University Police, Emergency Services Theta Gamma House	607-587-3999
Health & Wellness Services T.A. Parish Hall	607-587-4200
Office of Judicial Affairs Student Leadership Center	607-587-4065
Title IX Coordinator Pioneer Center	607-587-4028
EAP Office	607-587-4199

**SUNY & OCR Title IX Resolution Agreement Section D**  
**Written Notice/Victim information**  
**[OCR Docket No. 02-11-6001]**

<b>Community Resources</b>	
Alfred Village Police Dept. 7 W. University St., Alfred, NY	911 585-587-3970
Cattaraugus Community Action* <i>Allegany &amp; Cattaraugus Only</i>	888-945-2777
Accord Corporation* <i>Allegany County Only</i>	800-593-5322
Steuben County Crisis Center* <i>Steuben County Only</i>	888-810-0093
Jones Memorial Hospital** 191 N. Main St., Wellsville, NY	585-593-1100
St. James Hospital 411 Canisteo St., Hornell, NY	607-324-8000

\*24-Hour hotline. Confidential.  
 \*\*Preferred facility due to services offered & victim advocate response.