



COE COLLEGE: ANONYMOUS SEXUAL MISCONDUCT REPORT FORM

This report form is an **optional** tool for members of the Coe College community to anonymously report incidents of sexual misconduct. At Coe College, **we encourage all faculty, staff, and students who have experienced sexual misconduct to report to the Title IX Coordinator and/or to the Cedar Rapids Police Department.** At the same time, we recognize there might be instances when a member of the campus community has a personal preference to report an experience with sexual misconduct and not disclose their identity. This form provides a space and an outlet to be able to do so.

This Anonymous Sexual Misconduct Report Form is used for the following:

- To gather and record information regarding incidents of sexual misconduct on and/or around the Coe College campus;
- To better inform the Coe College community about the campus climate related to incidents of sexual misconduct

Completing this anonymous report form does not constitute a formal complaint through the Coe College Sexual Misconduct grievance process nor does completing this anonymous report form constitute a report to the Cedar Rapids Police Department. Coe College will not be able to follow-up and offer resources or discuss options for resolution without the name of the reporter. Please know that the anonymous reporter can change their mind, at any time, and come forward with their identifying information and their report. Those anonymous reporters who later wish to provide their identifying information should contact the Interim Title IX Coordinator, Jason Chapman.

Again, please know that Coe College Title IX Coordinator is best able to help those who come forward non-anonymously with reports of sexual misconduct. Jason Chapman can assist those non-anonymous reporters in learning about resources available for support and the various options for resolution. To connect with Jason Chapman, please use the following contact information:

Jason Chapman, Coe College Interim Title IX Coordinator
Email: jchapman@coe.edu, titleix@coe.edu
Office Phone: 319.399.8843
Office Location: Student Life Office, Upper Gage Memorial Union, 1220 First Avenue NE, Cedar Rapids, IA 52402

The Title IX Coordinator can also help reporters connect to investigators within the Sex Crimes Unit of the Cedar Rapids Police Department (CRPD) to file an official report for criminal action if desired. If the reporter wishes to file an official report with CRPD, please contact Jason Chapman for assistance or reach out to the CRPD directly:

Cedar Rapids Police Department
Phone: 319.286.5378; **Investigative Division Phone:** 319.286.5400
Address: Cedar Rapids Police Dept.
505 1st Street SW. Cedar Rapids, IA 52404



TO SUBMIT THIS FORM: To submit a completed anonymous report form to the Title IX Coordinator, please print the form and place the form in a sealed envelope that is addressed to the following:

Jason Chapman, Coe College Interim Title IX Coordinator
Student Life Office, Upper Gage Memorial Union
1220 First Avenue NE, Cedar Rapids, Iowa 52402

The addressed envelope can be placed in campus mail or returned to the administrative assistant at the front desk in the Student Life Office Suite.

Please note: The reporter may consider saving a personal copy of their report, as well. After entering their information, reporters can:

- 1) Save their form as a PDF to their personal computer or a private USB device.
- 2) Password protect the PDF (if desired) using the following steps:
 - a. Click “File” in the upper left-hand corner of the document screen.
 - b. Scroll down and click on “Protect Using Password”
 - c. In the pop box, make sure that the option for “viewing” is selected to that the statement reads: “Requires user to enter a password for VIEWING.”
 - d. Type and re-type the password of choice.*

* Please note: reporters will need to remember their chosen password to re-access the document after password protecting.
- 3) Keep the computer file or USB device in a place that only the reporter can access.

DOCUMENT: Please document as much as you remember and to the extent that you feel comfortable. This is your space to share your perspective, your story. As you document, please remember that Coe College has several resources that you can access for support. In addition to the reporting options listed before, please know that there are several confidential resources available to members of the Coe College community. Those resources are listed on page seven.

REPORTER NAME (optional):

Please note: The Title IX Coordinator will follow-up with named individuals in this report to seek further information and offer support. **Again all components of this report form are optional.**

SURVIVOR INFORMATION

Survivor Name (if different from reporting person):

Survivor Gender:

Survivor Affiliation to Coe (example: student, faculty, staff, etc.):

If the survivor is a student, what academic year is the student (example: first-year, second-year, etc.):

Survivor Residence (example: on-campus residence hall, off-campus, etc.):

Other Survivor Information (optional):

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OFFENDER(S) INFORMATION

Offender Name(s):

Offender Gender(s):

Offender(s) Affiliation to Coe:

If the offender(s) is a student, what academic year is the student:

Offender(s) Residence:

Offender(s) Relationship to Survivor (example: partner, ex-partner, friend, colleague, supervisor, etc.):

Other Offender Information (optional):

INFORMATION ABOUT THE INCIDENT

Again, please document as much as you remember, to the extent that you feel comfortable. This is your space to share your perspective, your story.

What year did this happen?

Do you remember the exact date? If so, please share the date:

Do you remember the time? Or the time of day?

PLEASE NOTE: If you have experienced sexual assault, you can receive free medical attention from a trained sexual assault nurse examiner (SANE) at one of the local Cedar Rapids hospitals. SANEs can help treat injuries, address possible exposure to STIs, and collect evidence. If this reported incident has happened within the last 72 hours, it is possible that a SANE can collect DNA evidence, as well. Patients have autonomy in accepting or refusing different parts of the medical care provided by a SANE.

UnityPoint Health - St. Luke's Hospital in Cedar Rapids

Address: 1026 A Ave NE, Cedar Rapids, IA 52402, across from Greene Hall

Phone: (319) 369-7211

Mercy Medical Center in Cedar Rapids

Address: 701 10th St SE, Cedar Rapids, IA 52403

Phone: (319) 398-6041

Did this incident happen on-campus or off-campus?

Coe College community members should feel encouraged to report whether an incident occurred on campus grounds or not.

The location of the incident was:

In a Residence Hall (please name hall if possible):

On-Campus, but not in housing (please specify if possible):

Off-Campus, college sponsored event (please specify if possible):

Off-Campus, not at college sponsored event (please specify):

Unknown

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Are there any other details you remember about the location of the incident? Please share to the extent you feel comfortable (examples: exact address, building number, neighborhood, street signs, etc.):

INCIDENT DESCRIPTION

Please share as much information about the incident as possible and to the extent that you feel comfortable. We recognize this reporting process can be taxing and challenging for survivors. **We encourage survivors to take breaks and seek support in this documentation process.** Again, information about confidential resources, if desired, is listed on page seven. In addition, for incidents of sexual misconduct, Coe College will not pursue disciplinary action for other policy violations connected to the incident. **If alcohol use or drug use had a role in this incident, we encourage you to share this information freely and without concern of repercussions.** Other information to include in this description includes: events prior to the misconduct, events after the misconduct, witnesses who might have more information, etc.

Incident Description:

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Incident Description Continued:

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A NOTE ON EVIDENCE

In the case that the survivor wants to pursue the grievance process and a formal investigation in the future, evidence can be extremely helpful.

Evidence can include:

- **Electronic Evidence, such as:**
 - Emails, Photos, Videos
 - Call logs from phone conversations
 - Text messages
 - Screenshots
 - Social media interactions (Instagram, Snapchat, Twitter, Facebook, etc.)

Preserving Electronic Evidence: *Save copies of electronic evidence on your personal computer, phone, or a USB drive that only you have access to. Take screenshots of all messages, photos, etc. Do not delete messages, photos, or videos, even if you have a screenshot. When taking screenshots, do so in a manner that captures the flow of the conversation. For example: repeat the last line of the message on the top of the next screen shot.*

- **Physical Evidence, such as:**
 - Clothing
 - Bedsheets
 - Condoms

Preserving Physical Evidence: *Physical evidence can be used should a survivor decide to pursue criminal action with the police. To preserve physical evidence, place each item in its own paper bag (plastic bags can be used, but can eliminate DNA) and store this evidence someplace that only the survivor can access it.*

AFFIRMATIVE CONSENT

At Coe College, our Title IX Sexual Misconduct Policy is based upon affirmative consent to engage in sexual activity must be given knowingly, voluntarily, and affirmatively. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, for each form of sexual contact, and by each participant in a sexual encounter. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity. Consent must be demonstrated through mutually understandable words and/or clear, unambiguous actions that indicate a willingness to engage freely in sexual activity. A person who is incapacitated cannot give affirmative consent.

Consent is active, not passive. Consent cannot be inferred from silence, passivity, lack of resistance, nonverbal cues, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying on non-verbal communication can lead to misunderstandings or potential policy violations.

Consent can be withdrawn by either party at any time. Withdrawal of consent can also be outwardly demonstrated by mutually understandable words and/or clear, unambiguous actions that indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

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In short, consent is affirmative, knowing, clear, voluntary, and REQUIRED. Non-consensual sexual contact is never okay.

Regarding consent, would you share how affirmative consent was or was not given or required for this incident? You do not have to fill out this section (or any other section) if you do not want to.

CONFIDENTIAL RESOURCES

Again, Coe College encourages all faculty, staff, and students who have an experience with sexual misconduct to report, non-anonymously, to the Title IX Coordinator. However, we recognize that there are situations when a survivor might prefer to remain anonymous. Coe College still wants anonymous reporters to receive support and know that the College cares for them. Please see the list of confidential resources available both on- and off-campus

On-Campus Confidential Resources:

- **Emily Barnard, Director of Wellness and Counselor**
Email: ebarnard@coe.edu; Phone Number: 319.399.8843
- **Cathy Muller, Student Care Coordinator and Counselor**
Email: cmuller@coe.edu; Phone Number: 319.399.8843
- **Jayne Thompson, College Chaplain and Counselor**
Email: jthompson@coe.edu; Phone Number: 319.399.8843
- **Kayla Waskow, Athletics**
Email: kwaskow@coe.edu; Phone Number: 319.399.8625

Off-Campus Confidential Resources:

- Riverview Center Sexual Assault Hotline, 888.557.0310 (free, advocates available 24/7)
- St. Luke's Hospital Emergency Room, 319.369.7105
- Mercy Medical Center Emergency Room, 319.398.6041
- Mt. Mercy Olson Marriage and Family Clinic, 319.368.6493
- Iowa Sexual Abuse Hotline, 800.284.7821
- Iowa Crime Victim Assistance Division, 800.373.5044
- Iowa Coalition Against Sexual Assault, 515.244.7424
- RAINN – Rape, Abuse, Incest National Network, 800.656.HOPE (4673)

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STATEMENT ON LEGAL ACTION

If legal action is pursued related to this incident of sexual misconduct, it is possible that the prosecutor, the offender, or others involved in the investigation could compel you or others you have shared this form with to provide it for their review and use. In that case, inconsistencies between what is documented here and what is said and/or written later could be used against you. We encourage you to only save and submit what you are certain of and what you would be comfortable with others potentially reading at a later point. If you are uncomfortable answering a certain part of this form, **please be reminded that the entirety of the form is optional.** You may decide to save a blank copy of this form and use it as a guide for reporting later. How you use this form is completely up to you.