What is an Incident Report?

The resolution process begins with a report of a potential violation of the Code of Conduct. Any member of the University community or any concerned person can file a report.

Where Can Incidents Be Reported?

Reports can be submitted via the Office of Community Standards webpage, the Sewanee Police Department, in person to a staff member in the Office of Community Standards, mail or email to the Office of Community Standards (communitystandards@sewanee.edu), or the LiveSafe app.

When Should a Report be Submitted?

A report can be submitted at any time; however, it is recommended that a report be submitted within twenty-four (24) hours of an incident occurring. The sooner an incident is reported, the sooner the Office of Community Standards, or other appropriate office, can determine the best steps to resolve the reported concerns.

What Happens Once an Incident Report is Submitted?

Reports are reviewed by the Office of Community Standards for credibility and actionability before being addressed. Reports including potential violations of the Non-Discrimination, Harassment, and Retaliation policy and/or the Title IX and Sex Discrimination policy will be referred to the Senior Director of Equity, Equal Opportunity, and Title IX.

Can Reports be Submitted Anonymously?

Yes, you can submit any information anonymously. However, not providing a way for the Office of Community Standards to reach back out to you may limit our ability to appropriately address the concerns being reported.

What Information Should be Included in an Incident Report?

In general, when writing an incident report, you want to provide as much detail as possible about the incident that occurred. Providing relevant, factual information will assist the Office of Community Standards in determining the best steps to resolve the reported concerns. Including additional documentation such as pictures, video, screenshots, etc., is encouraged but not required.

What Tips Are There for Writing Incident Reports?

Below are some tips to help you when writing a report:

- Write the report in a word processor (MicrosoftWord, Notepad) before submitting the appropriate online reporting form.
- Provide as much factual information as possible avoiding opinions;
- Use concise, descriptive language;
- Write in third-person point of view and refer to the individual(s) involved by last name;
- Write the details of the report in a chronological order;
- Avoid using language that demeans or stereotypes the individual(s) involved;
- Avoid overstating what occurred or stating certainty in something occurring if you did not observe it;
- Avoid diagnosing someone's behavior or stating which policy may have been violated;
- Provide your contact information for follow-up by the appropriate office(s);
- Attach any documentation (pictures, video, screenshots, etc) to the report;