

How to Report an Incident

Texas State University

Before the person reveals any information, the employee should make sure that the person understands the employee's reporting obligations. If the person wants to maintain confidentiality, the employee should refer them to confidential resources:

Counseling Center, 512.245.2208

Student Health Center, 512.245.2161

Attorney for Students, 512.245.2370

Hays-Caldwell Women's Center, 512.396.4357

If the person wants to continue their non-confidential report, follow these steps:

1. Write down any information about the reported incident.
2. Provide a copy of the Sexual Misconduct Policy, which explains the Title IX reporting process and the rights of all parties.
3. Describe the next steps in the Title IX reporting process:
 - The Title IX coordinator must be notified; they will assess the report.
 - The person will be contacted by the Office of Equity and Inclusion to get more information.
 - Equity and Inclusion staff will investigate the report:
 - Sanctions may be put in place when applicable
 - Based on the weight and credibility of the evidence, the Title IX coordinator will issue a finding, either "violation of policy" or "no violation of policy"

- The person reported of misconduct will be notified of the investigation and given the opportunity to respond
- The assigned investigator will collect evidence and interview witnesses
- Either party will have the right to dispute or appeal the decision

4. Explain that the person has two options for reporting to law enforcement if they choose: the University Police Department or local police department. Title IX reports and investigations are separate from any criminal investigation.

5. Discuss how confidentiality may impact any investigation:

- A confidential report may limit the university's ability to investigate the incident.
- During an investigation, Texas State will only share information that is required by law or necessary to investigate the incident.
- The university must balance your confidentiality with its responsibility to maintain a safe, nondiscriminatory environment.

6. If appropriate, discuss possible ways that the person could feel safe:

- New housing or work assignment
- Modified class schedules
- Campus no-contact order (restraining order) against the assailant
- Safety escort or assistance with transportation
- Restrictions on the assailant from specific activities or facilities
- Temporary withdrawal or suspension of the assailant from the university

Incident Report:

https://cm.maxient.com/reportingform.php?TexasStateUniv&layout_id=10.