Required Reporting of Incidents (Including Crimes)

Did someone report an incident to you (either before you were able to discuss confidentiality options, see Script in Mandatory Protocols, or once the reporter chose the non-confidential option)?

Yes: Immediately call Campus Police (7-2200)

Does the person need medical help?

Yes: Refer student to Counseling Center, Student Health, or Wellness Center. Give IPV Guide.

No: Be sympathetic and attentive. Determine the nature, date, time, location, parties, and witnesses.

Is there a serious or ongoing threat?

Yes: Complete Maxient Report with as much information as you can gather.

No: Complete Maxient Report. Provide as much information as you have.

Did the incident involve sexual misconduct, relationship violence, or stalking?

Yes: Refer student to Counseling Center, Student Health, or Wellness Center. Give IPV Guide.

No: Be sympathetic and attentive. Determine the nature, date, time, location, parties, and witnesses.

Does the student want her/his name kept confidential and/or that the University not pursue an investigation?

Yes: Give IPV Guide.

No: Complete Maxient Report. Provide as much information as you have.

Does the student want to contact the police?

Yes: Help the student contact the police.

No: Do not contact the police.

Complete Maxient Report: incidenreport.uncc.edu

Have questions?

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* This chart is meant to be a quick reference. Responsible Employees, including CSAs, are still required to know all relevant definitions and procedures from the Mandatory Reporting and Response Protocols.