All inquiries, allegations, reports, or complaints relating to discriminatory conduct, harassment, sexual assault, domestic violence, or stalking will be forwarded to the Title IX/EEO Coordinator for response or investigation.

**Purpose of the Intake:**
- Listening
- Reserve Judgment
- Ask Open Ended Questions
  - “Tell me about what is happening.”
  - “How long has this been going on?”
  - “Who is involved?”
  - “Do you feel safe right now?”
- Demonstrate Empathy
- Show Emotional Intelligence
- Affirm Feelings “We don’t want people feeling…” “I can see you are upset…”

Complainant(s): ________________________________________________________________
- [ ] Student
- [ ] Faculty or Staff
- [ ] Administrator
- [ ] Other: ________________________________________________________________

Respondent(s): ______________________________________________________________

Other Parties Involved: ______________________________________________________________________________________

Date of communicating inquiry, allegation, report or complaint: ________________________________

Method of communicating inquiry, allegation, report or complaint: ________________________________

Description of inquiry, allegation, report or complaint: ________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

See Questions on Page 2
How does the complainant describe the issue or problem?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________


How long has the issue or problem been going on?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

What prompted the complainant to bring this forward today?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Has the issue or problem been previously reported to anyone?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

How is this issue or problem currently affecting the complainant? Do they feel safe?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

If this issue pertains to harassment of any kind, sex or gender discrimination, sexual assault, sexual or domestic violence or stalking, please refer directly to Michelle Johnson, Title IX/EEO Coordinator.

Michelle Johnson, Ed.D.
Michelle.Johnson@sdstate.edu
Office Hours: 605-688-4128
After Hours: 605-691-3295 OR University Police Department: 605-688-5117
University Police Department has direct access to the Sexual Assault Response Team (SART) with Detective Cora Olson. This measure is highly recommended and does not require the criminal charges be pursued, although that is an option for victims of sexual violence.

Complainant Contact Information & Notes:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________