ywca
Northwestern Illinois

Sexual Misconduct & Policy (PSVHEA) Incident Report Form

This form may be used to submit concerns about sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, or stalking. The information you provide is sent directly to YWCA Northwestern Illinois leadership for review and response. The privacy of this information will be maintained to the greatest extent possible, while allowing YWCA Northwestern Illinois to review and respond to the incident as needed to protect safety and promote accountability.

YWCA Northwestern Illinois encourages any individual who has experienced discrimination, harassment, or misconduct to talk to somebody about what happened so they can receive support and so the organization can respond appropriately. If you have experienced sexual violence and are unsure whether you want to file a formal administrative report with YWCA, you may contact confidential support resources to assist you. You may use this form to report anonymously by omitting your contact information. Please note that YWCA Northwestern Illinois will still investigate the situation to the best of its ability based on the information provided.

Confidential Resources & Crisis Hotlines

- **Rockford Sexual Assault Counseling (RSAC) 24-Hour Crisis Line:** (815) 636-9811
- **Remedies Renewing Lives (Domestic Violence 24-Hour Crisis Line):** (815) 962-6102
- **National Sexual Assault Hotline:** (800) 656-4673
- **National Domestic Violence Hotline:** (800) 799-7233
- **Illinois Attorney General Victim Assistance Services:** (800) 228-3368
- **Illinois Coalition Against Sexual Assault (ICASA):** (217) 753-4117

You are encouraged to review the YWCA Northwestern Illinois Comprehensive Policy on Preventing and Responding to Sexual Misconduct to learn more about your options for support, confidential versus administrative reporting, interim accommodations, and our resolution processes. If this incident may also constitute a crime, you have the right to report it to local law enforcement or emergency services, but you are under no obligation to do so.

Reporter Information

Please provide as much information as you are comfortable sharing. NOTE: If you want to remain anonymous, do NOT include your name or contact information.

Your full name:	
Your role/position:	
Your phone number:	
Your email address:	
Person(s) being reported *(Required)*:	☐ Unknown ☐ Student ☐ Employee ☐ Community Member/Visitor

Type of incident *(Required)*:	☐ Unsure ☐ Dating/intimate partner violence ☐ Discrimination ☐ Sexual assault, rape or other physical violent behavior(s) ☐ Sexual harassment or discrimination, including creation of hostile environment ☐ Stalking ☐ Other sexual or gender-based misconduct
Date of incident *(Required)*:	
Time of incident:	
Location of incident *(Required)*:	
Specific location:	

Involved Parties

Name:	
Perceived gender:	
Role:	
DOB (YYYY-MM-DD):	
Phone number:	
Email address:	
Address:	

Name:	
Perceived gender:	
Role:	
DOB (YYYY-MM-DD):	
Phone number:	
Email address:	
Address:	

Name:	
Perceived gender:	
Role:	
DOB (YYYY-MM-DD):	
Phone number:	
Email address:	
Address:	

Description of Incident or Concern

Please provide as much details as you can or are willing to provide. This will serve as the initial complaint and the basis of the investigation.

Please provide the facts about the incident in as much detail as possible. Describe what happened in chronological order using specific, concise, objective language (who, what, where, when, why and how). *(Required)*

Was this an isolated event, or part of a larger pattern? Please describe.

If there were any witnesses, please provide their names/any known contact information about them.

Is there anything else you want to share?

Supporting Documentation

Photos, video, email and other supporting documents may be provided along with this form.

Submitting

Please return the completed Incident Report Form via email at kris.machajewski@ywcanwil.org or mail to:

YWCA Northwestern Illinois
Attn: Kris L. Machajewski
4990 E. State Street, Rockford, IL 61108.