



Interpersonal Violence Incident Report Form

(To include sexual assault, dating/domestic violence, & stalking)



Faculty and Staff

Old Dominion University

Thank you for taking the time to complete the IPVI Report. The IPVI Report should be completed by a faculty/staff member whenever a student, faculty or staff reports an incident of interpersonal violence. Please fill out this form and discuss the suggested resources with the person reporting interpersonal violence to you and deliver it by the end of the day to: Assistant Director, Women’s Center, 1000 Webb Center, 757-683-4109. The person reporting the incident, as well as the victim, can remain anonymous. This form is confidential and will remain with the Assistant Director.

The IPVI Report will:

- Assist with the tracking of interpersonal violence incidents involving members of the Old Dominion University community.
- Assist the University in complying with crime reporting requirements and assessing the safety of our campus.
- Remain confidential at all times.

The IPVI form will NOT:

- Result in a police investigation. However, any person reporting interpersonal violence to you should be encouraged to report the incident to the ODU Police Department. Whether or not the person chooses to report to ODU PD, this form should be completed.
- Be used to contact the victim/survivor.

Tips for helping a victim/survivor:

- Be supportive. Listen and let them know that they are not responsible if someone chose to hurt them.
- Be non-judgmental. Let them know that you are there to support them and provide resources.
- Encourage safety. Guide them to trained professionals that can help them with medical care, counseling, and other options.

CONTACTS AND SERVICES:

Other offices this incident has already been reported to: _____

Please check which of the following were discussed with the survivor:

- ODU Women’s Center 757-683-4109**, Assistant Director, for victim advocacy, trauma related counseling (only), campus and community referrals, resources and consideration of options. Serving students of all gender identities and sexual orientations.
- YWCA Sexual & Domestic Violence Services 757-226-YWCA (9922), 5215 Colley Ave**, 24-hour hotline. Free confidential services including counseling, support groups, court advocacy, and hospital accompaniment.
- ODU Police Department 757-683-4000**, for formal or informal reporting and investigation, as well as 24-hour emergency assistance.
- ODU Student Health Services 757-683-3132**, medical care for sexual assault victims, not including evidence collection. There is a 72-hour window for Plan B emergency contraception and a 120-hour window for Ella. To talk to on-call Student Health Services practitioner after hours, call ODU Police Department at 757-683-4000.
- ODU Counseling Services 757-683-4401**, Supportive counseling for students including assessment and referral.
- ODU Office of Institutional Equity and Diversity, Title IX Officer 757-683-3141**, to file a Title IX complaint.
- Sentara Norfolk General Hospital 757-388-3551 or Chesapeake Forensics 757-398-5105**, for medical assistance and evidence collection. Regardless of where the incident occurred, students can go to Norfolk General or Chesapeake Forensics for a Physical Evidence Recovery Kit (P.E.R.K.) exam. There is a 72-hour window for evidence collection.
- If active duty military**, specially trained advocates are available. Contact Regina Zarrelli, 757-444-2230
- Immediate need for safety and/or support**, inform the victim/survivor of professional services mentioned above as well as brainstorming what informal support, such as friends/family, may be available.
- LGBT Center of Hampton Roads 757-200-9198**, individual and family counseling, resources and support services.

Please return this IPVI Report to: Assistant Director, Women’s Center, 1000 Webb Center

Reporter’s name: _____ **Dept. /Office:** _____ **Phone:** _____

Date of Report: _____ **Date of Incident:** _____ **Time of Incident:** _____ a.m. /p.m.

Location of Incident:

<input type="checkbox"/> On-campus/Residential	<input type="checkbox"/> Off-campus/Non-residential	<input type="checkbox"/> Address of Incident _____
<input type="checkbox"/> On-campus/Non-residential	<input type="checkbox"/> Unknown	_____
<input type="checkbox"/> Off-campus/Residential	<input type="checkbox"/> Other: _____	_____

Victim/ Survivor information: Name: _____ **Age:** _____

Phone: _____

Sex: Male Female Transgender Other: _____

- Male
- Female
- Transgender

Race/Ethnicity:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino/a
- White or Caucasian

ODU Affiliation:

- Undergraduate Student
Class:
- Freshman
 - Sophomore
 - Junior
 - Senior
- Graduate Student
 Faculty/Staff
 International Student

No ODU Affiliation

Residence:

- Residence Hall
Name: _____
- Off Campus Housing
Address: _____

- Unknown
- Other: _____

Assailant Information:

Number of assailant(s): _____ **Name of assailant(s), if known:** _____ **Age:** _____

Sex: Male Female Transgender Other: _____

- Male
- Female
- Transgender

Race/Ethnicity:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino/a
- White or Caucasian

ODU Affiliation:

- Undergraduate Student
Class:
- Freshman
 - Sophomore
 - Junior
 - Senior
- Graduate Student
 Faculty/Staff
 International Student

No ODU Affiliation

Residence:

- Residence Hall
Name: _____
- Off Campus Housing
Address: _____

- Unknown
- Other: _____

Alcohol/Other drugs used at the time of assault by:

(Reporting drug or alcohol use here will not result in any sanctions for the survivor or assailant)

- Victim/Survivor
- Assailant

Relationship between victim/survivor and assailant prior to assault:

- Partner or lover
- Ex-partner, ex-spouse, ex-lover
- Spouse
- Family member
- Colleague or co-worker
- Work supervisor
- Faculty member
- Acquaintance
- Friend
- Met same day, socially
- Met same day, non-socially
- Stranger

Type of coercion or force involved (check all that apply):

- Verbal pressure, arguments, or disregarding victim/survivor's stated lack of consent
- Position of authority (teacher, supervisor, boss, etc.)
- Threat of physical force (threat to hit, hold down, or otherwise injure)
- Other type of threat (threat to cause some other type of harm to a person or property)
Please specify: _____
- Physical force (hit, held down, twisted arm, hurt, etc.)
- Victim/Survivor's ability to consent was inhibited by:
 - Alcohol
 - Date rape drug
 - Disability
 - Other Drugs

Other: _____

Type of incident (check all that apply):

Forcible is defined here as any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent.

- Forcible Rape
Sexual intercourse against one's will or where the victim is incapable of giving consent
- Forcible Sodomy
Oral or anal sexual intercourse
- Sexual Assault with an Object
Sexual penetration with an object including finger
- Forcible Fondling
Touching of private body part
- Stalking
Including cyber stalking
- Sexual Harassment
- Relationship/Dating Violence
- Other: _____