

## OREGON INSTITUTE OF TECHNOLOGY BIAS INCIDENT REPORTING FORM

The University urges all members of our community to promptly report any bias incident directed against a student, faculty or staff member on OIT grounds, in the local area, or during a University-sponsored activity. The information you report on this form will be provided to the University's Affirmative Action Officer; and will be shared, *only as appropriate*, with the President, one or more of the Vice Presidents, the Dean of Students, the Director of Campus Safety and Security, and/or other University officials involved in any subsequent monitoring, investigation and/or adjudication of the incident.

If you are the victim of a hate or bias-related incident - racial or otherwise - or you witnessed a hate or bias-related incident, please do the following to document the incident the best you can:

- If you experienced a written slur or discovered graffiti, do not erase the text. The Campus Safety Officer will need to see it.
- If you have a camera or cell phone camera, take a picture of the evidence, any physical injuries sustained, license plate, or anything else relevant.
- If the incident was verbal, please write down exactly what was said to the best of your recollection.
- Retain the contact information of any possible witnesses.
- Complete the lower portion of this form and submit it as indicated.
- Speed and accuracy are critical, so please act immediately!

This form should be completed and returned to the Affirmative Action Officer, Snell Hall, Room 108; e-mailed to [ron.mccutcheon@oit.edu](mailto:ron.mccutcheon@oit.edu); mailed, marked "*Confidential*" to: Affirmative Action Officer, Oregon Institute of Technology, 3201 Campus Drive, Klamath Falls, OR 97601; or faxed to the Affirmative Action Officer at 541-851-5200.

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**Date of incident:** \_\_\_\_\_ **Time of incident:** \_\_\_\_\_ AM PM

**Location of Incident** (Please be as specific as possible): \_\_\_\_\_

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