



Ventura County Community College District

761 EAST DAILY DRIVE, SUITE 200, CAMARILLO, CALIFORNIA 93010
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DR. RICK MACLENNAN
CHANCELLOR

SEXUAL HARASSMENT AND DISCRIMINATION COMPLAINT INTAKE AND PROCESSING FORM

This form is to be completed by the Title IX Coordinator

Date of report: _____ Reported to Campus or Local Law Enforcement Yes No

1. Contact Information for Person Making the Complaint (Complainant):

Name:

Last

First

Address:

Street or PO Box

City

State

Zip

Phone Number: *Day*

Evening:

Email Address:

Preferred Method of Contact:

Phone

Email

The Complainant is a:

Student

Employee

Other:

(e.g. applicant, former student)

If the Complainant is not a student or employee, the district may only process the Complaint under the Title IX process if the Complainant is participating in or attempting to participate in an educational program or activity of the district. For example, an individual who is an applicant for employment, who seeks to register for classes, or who has withdrawn from classes but seeks to re-enroll in the district all meet the definition of participating or attempting to participate. For individuals who do not meet this requirement, the district may still process the Complaint under other processes, including [BP/AP 3430–Procedure Prohibiting Harassment and Discrimination under Title 5/Title VII/FEHA]. (See Section 8, Dismissal of Complaint.)

2. Information about the Person Against Whom the Complaint is Made (Respondent) (if known):

Name:

Last

First

Address:

Street or PO Box

City

State

Zip

Phone Number: *Day*

Evening:

Email Address:

3. Information about the incident:

Date(s) of Incident:

Approximate Time:

Where did the incident take place?

On Campus or a facility owned by the District; specify location:

During a District-sponsored activity (e.g., field trip, athletic event, clinical program); specify activity:

In the United States. Where:

Outside of the United States. Where:

During an event sponsored by a student club or organization; specify event:

Other (Specify):

If the incident occurred outside of the United States, or at a location, event, or circumstance over which the District did not exercise substantial control, such as an off-campus social event not sponsored by the District, or any of its student organizations or other organizations, the District may not process this Complaint under Title IX procedures, and must proceed under [BP/AP 3430 – Procedure Prohibiting Harassment and Discrimination under Title 5/Title VII/FEHA]. (See Section 8, Dismissal of Complaint.)

Type of Incident: (Check all that apply)

Title IX Sexual Harassment	SB493 Sexual Harassment	Unlawful Discrimination
<input type="checkbox"/> Quid Pro Quo: A District employee conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct. <input type="checkbox"/> Sexual Assault: Any form of sexual contact directed against another person that occurs without the explicit consent of the recipient, including sexual acts committed against a person who is incapable of giving consent (e.g., due to the individual being under the influence of drugs or alcohol, or because an intellectual or other disability prevents the	<input type="checkbox"/> Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. <input type="checkbox"/> A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual.	Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition: <input type="checkbox"/> <i>Verbal:</i> Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s race gender, sexual

individual from having the capacity to give clear, unambiguous consent). Sexual assault may occur through the use of verbal, emotional, or physical force, intimidation, or coercion. Sexual assault includes sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, statutory rape, attempted rape, and non-consensual sexual contact. It also includes any intentional sexual touching, however slight, with any object, or body part, by a man or a woman upon a man or a woman, without explicit consent of that individual.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has

orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: It includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at a group based on gender, race, nationality, sexual orientation or other protected status; or

<p>cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of California.</p> <p><input type="checkbox"/> Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.</p>		<p>gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others.</p>
<p>Other (Specify):</p>		

Additional description of the incident, including witnesses, locations, and any written/ photographic/video documentation (attach additional pages, if necessary):

4. Requested Remedies

The Complainant requests the following remedies:

5. Other Persons Notified of the Incident

Name:

Last

First

Title and Department:

Email Address:

Name:

Last

First

Title and Department:

Email Address:

Name:

Last

First

Title and Department:

Email Address:

Name:

Last

First

Title and Department:

Email Address:

Name:

Last

First

Title and Department:

Email Address:

Name:

Last

First

Title and Department:

Email Address:

6. Signature of Complainant

The Complainant has agreed to sign the Complaint.

The district is unable to obtain the Complainant's signature because:

The Complainant declined sign the Complaint.

There are multiple Complainants and one or more declined to sign the Complaint.

The Complainant is unknown.

Due to disability or other reason, the Complainant is not competent to sign the Complaint.

The Complainant is no longer a student or employee and is unavailable (where the alleged conduct occurred while the Complainant was a student or employee or otherwise meets the requirements of 1. above).

The Title IX Coordinator will sign the Complaint.

In determining whether to the Title IX Coordinator should sign the Complaint, the Title IX Coordinator may sign the Complaint; the Title IX Coordinator should consider the following factors:

- Inability to obtain signature from Complainant, as set forth above;
- Whether the Complaint contains allegations that are part of a pattern of allegations against a particular individual;
- The allegations include involvement of violence or weapons; and
- The age of the Complainant or capacity to sign the Complaint.

The district should respect the wishes and autonomy of the Complainant to the extent possible.

7. Supportive Measures to be considered

The district will offer the Complainant the following supportive measures: (Check all that apply)

Counseling as follows:

Extension of deadlines or other course-related adjustments as follows:

Modification of work schedule as follows:

Modification of class schedule as follows:

Campus escort services as follows:

Restrictions on contact with the complainant, as follows:

Change in work or housing (where applicable) location as follows:

Leave of Absence as follows:

Increased security and monitoring of certain areas of campus as follows:

Other supportive measures as follows:

Administrative leave for employee-Respondent

8. Dismissal of Complaint (Check Which Applies)

a. Mandatory Dismissal

The district must dismiss the Title IX Complaint because of the following factor(s):

The alleged conduct, even if proven, does not constitute sexual harassment, sexual

assault, dating violence, domestic violence, or stalking.

The alleged conduct did not occur in the district's education program or activity (including employment).

The Complainant was not participating in or attempting to participate in the district's educational program or activities at the time of the alleged conduct.

The alleged conduct did not occur in the United States.

b. Discretionary Dismissal

The district has decided to dismiss the Title IX Complaint because of the following factor(s):

The Complainant has withdrawn his or her Complaint by submitting a written notice to the Title IX Coordinator.

The Respondent is no longer a student or employed by the district or is not participating in or attempting to participate in an educational program or activity of the district.

Other specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the allegations in the Complaint, as follows:

c. Alternate Process

The district will investigate and adjudicate the Complaint under [BP/AP 3430 – Procedure Prohibiting Harassment and Discrimination under Title 5/Title VII/FEHA].

Form Completed By:

Name:

College:

Date:

INSTRUCTION ON COMPLETING THE FORM.

Top of the form. Provide the date that you have completed the form and indicate if law enforcement was contacted.

1. Fill in the Complainant's contact information.
2. Fill in the Respondent's contact information.
3. Complete information about the incident. Indicate if the incident is a Title IX case, an SB 493 case, or an Unlawful Discrimination case.
 - a. If it is a Title IX or SB 493 case, complete forms CCD Form 3A or CCD Form 3B if applicable.
 - i. If the Complainant decides to file a formal complaint complete the CCD Form 3A form. Then send all forms to the Title IX Administrator.
 - ii. If the Title IX Coordinator decides to file a Formal Complaint complete CCD Form 3B form. Then send all forms to the Title IX Administrator.
 - b. If it is an Unlawful Discrimination case, complete the CCD Form 3A form. After completing both forms send them to the Vice Chancellor of HR.
 - c. If other, contact the Title IX Administrator for further instructions.
4. Indicate with the Complainant would like as a remedy.
5. Indicate who else was informed about the incident.
6. Indicate how or whether you are able to gather the Complainant's signature.
7. Indicate all Supportive Measures that are put in place and specify what those measures are.
8. Complete only if the complaint was dismissed.

At the end of the form, fill in your name and College and date the form.

If you have any questions about completing this form, contact the Title IX Administrator.