

## SEXUAL MISCONDUCT/INTERPERSONAL VIOLENCE REPORT FORM

### **What is sexual misconduct?**

Sexual misconduct includes: rape, sexual assault, sexual exploitation, sexual harassment, domestic and dating violence, stalking, and all other forms of interpersonal violence.

### **Who is required to report sexual misconduct?**

You have the right to report or not report the incident of sexual misconduct. You have the right to be protected from retaliation. You have the right to receive assistance and resources from the institution.

Except as described below, any AAMI employee, whether faculty or staff, who receives a complaint or otherwise learns about a possible incident of sexual misconduct involving a member of the American Academy McAllister Institute of Funeral Service community as complainant or alleged perpetrator **must** complete this report form. Employees responsible for completing the report include student employees whose duties include supervision or teaching of other students (e.g., Resident Assistants, Teaching Assistants, Teaching Fellows, etc.).

You may also use this form to report an incident of sexual misconduct if you are the complainant or if you are not a AAMI employee.

### **Are there AAMI employees who may keep reports of sexual misconduct confidential?**

An employee who becomes aware of a complaint of sexual misconduct while acting in his or her capacity as a member of the clergy, counseling services, health services, or the School Ombudsperson may keep reports of sexual misconduct confidential pursuant to the employee's professional and legal obligations, **unless** the complainant requests that the employee report the complaint.

### **What if a complainant requests confidentiality?**

Even if a complainant requests confidentiality or is unwilling to proceed with a complaint, AAMI employees are required to report the complaint to the Title IX Coordinator. If confidentiality is requested, the Institution will take reasonable steps to investigate and respond to the complaint, consistent with the complainant's request. In all cases the school will weigh its responsibility to provide a safe and nondiscriminatory environment against the complainant's request for confidentiality. The determination of whether and how to proceed will be made by the appropriate School official in consultation with the complainant.

"Privacy" may be offered by any employee of AAMI, as such individuals are unable to offer confidentiality under the law (AAMI employees are required to report known incidents of sexual assault, or other crimes, so they are not confidential resources), they shall not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate institution officials.

### **What resources are available to complainants?**

The School's Interpersonal Violence/Assault Resource person is Rita Roemmelt who can be located in the school's administration office. The Interpersonal Violence person will describe resources available to a complainant. In cases involving sexual violence/assault, the complainant may also wish to contact local law enforcement, local Victims of Violence/Assault counseling centers, and seek medical assistance. The complainant also has a right to file both an internal complaint and a criminal complaint.

AAMI will provide assistance in obtaining an order of protection, or equivalent. AAMI will not bring or offer actions on behalf of reporting individuals, provide or pay for attorneys, or provide direct support. AAMI serves only as a resource to students in "initiating" these proceedings.

### **What happens with the information I provide?**

This report will be submitted to the School's Title IX Coordinator, Rita Roemmelt, who will determine the next steps for prompt and equitable resolution. Please contact her at (212) 757-1190 or [rroemmelt@aami.edu](mailto:rroemmelt@aami.edu) if you have any questions.

### **What should I do with the completed report form?**

Please provide the information requested on the other side and deliver the completed form to:

**Rita Roemmelt  
Title IX Coordinator  
Administration Office  
212-757-1190**

**American Academy McAllister Institute of Funeral Service, Inc.**

**\*This form can also be submitted by Secure Mail to  
[rroemmelt@aami.edu](mailto:rroemmelt@aami.edu) \***

# SEXUAL MISCONDUCT REPORT FORM

**“You have the right to report or not report the incident of sexual misconduct. You have the right to be protected from retaliation. You have the right to receive assistance and resources from the institution.”**

<b>COMPLAINANT’S INFORMATION (if different from reporter):</b>	
<b>Complainant’s Name:</b>	<b>Complainant’s Affiliation to AAMI (student reporting individual, student bystander, faculty, staff, unaffiliated):</b>
<b>Complainant’s Contact Information (if available):</b>	
<u>Telephone:</u>	<u>Email:</u>
<b>OFFENDER(S) INFORMATION:</b>	
<b>Offender’s (Accused) Name (if known):</b>	<b>Offender’s (Accused) Affiliation to AAMI (student, faculty, staff, unaffiliated):</b>
<b>INCIDENT INFORMATION:</b>	
<b>Date and Time of Incident:</b>	<b>Location of Incident:</b>
<b>Brief Description of Incident (nature of misconduct, context or circumstances, such as school sponsored trip, on campus event, clinical, off campus event, etc.):</b>	
<b>REPORTER’S INFORMATION (required):</b>	
<b>Reporter’s Name:</b>	<b>Date of Report:</b>