



BROWN

# Report a Bias Incident

**THIS REPORTING TOOL IS FOR NON-EMERGENCY INCIDENTS ONLY.**

If this is an EMERGENCY, CALL 911 or contact the Department of Public Safety (DPS) at 401-863-4111. Do not use this form to report events that present an immediate threat to health or safety.

Brown University is committed to sustaining a campus culture in which each individual's humanity and dignity are acknowledged and campus resources are available. While the University is committed to fostering a safe and welcoming campus community, bias incidents can and do occur with varying levels of frequency and impact. The bias reporting system is one tool used for collecting information, identifying trends and themes as well as informing future campus climate initiatives.

Brown University takes reports made through this form seriously. Please make your report as accurate and complete as possible. Every effort will be made to evaluate your report promptly; however, the timing and manner in which the University addresses the report will vary depending on the information provided and the length of any subsequent process. The University cannot guarantee every report will result in an investigation and reporters may not receive an individual summary of recommendations for the Bias Review Team subsequent a review. Reports of behavior that meet the definition of a Clery Crime will be de-identified and shared with Public Safety to fulfill the University's obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

When reporting bias incidents through this form, please also note the following:

- Your trust is important to us and we will make reasonable effort to respect and protect your privacy. However, in certain circumstances, we cannot guarantee anonymity. For example, any report including gender-based violence or harassment will be referred to the Title IX and Gender Equity Office. Similarly, reports containing information indicating you or someone else is at risk for physical harm will be referred to the appropriate campus unit(s).
- Information you provide via this reporting mechanism may be de-identified, summarized and shared as a part of a recommendation process.

- Confidential reporting is an option. We encourage the inclusion of identifying information as it can assist the University in a complete understanding of alleged incidents and allows the University to engage in outreach and provide resources and referrals.
- Students may contact on-call campus medical and counseling professionals by calling (401) 863-3953 (Health Services) or (401) 863-3476 (Counseling and Psychological Services). These services are confidential.

Visit OIED's [website](#) for more information about the reporting process, FAQs, and a glossary of terms. If you have questions about submitting or completing a report, email [reportbias@brown.edu](mailto:reportbias@brown.edu).

## **BACKGROUND INFORMATION**

Full name:

University affiliation or guest:

Nature of this report **(Required)**:

I am submitting this report on behalf of myself.

I am submitting this report on behalf of another individual(s)/group who IS/ARE aware that I am doing so.

I am submitting this report on behalf of another individual(s)/group who IS NOT/ARE NOT aware that I am doing so.

Who was involved in incident? **(Required)**:

Date you learned of incident? **(Required)**:

Time of incident:

Location of Incident **(Required)**:

Academic building

Athletic building

Co-curricular building

Dining hall

Library

Off campus location on university affiliated business

Parking garage

Residential hall

Study abroad

Other

Specific Location:

## **INVOLVED PARTIES**

Please list the name(s) of the individual(s) and/or organization(s) involved (including yourself, if appropriate) and provide as much information in the listed fields as possible. Witnesses should also be identified here. If the name/identity of the person is unknown, please enter "Unknown Person" as the name in this section. Below, in your narrative, describe the individual(s) in as much detail as possible.

Name or organization

Select Role (**Required**):

Third party reporter/witness

Targeted individual or group

Accused individual or group

Unknown person

Phone number:

Email address:

Name or organization

Select Role (Required):

Third party reporter/witness

Targeted individual or group

Accused individual or group

Unknown person

Phone number:

Email address:

Name or organization

Select Role (Required):

Third party reporter/witness

Targeted individual or group

Accused individual or group

Unknown person

Phone number:

Email address:

## **INCIDENT DETAILS**

**TARGETED IDENTITIES:** Please indicate the identity targeted in the incident. Check all that apply. We recognize not all identities are included. As such, we strongly encourage you to fully describe, in the narrative section, all the details of the incident, including reasons you believe the incident was motivated by bias. (Required)

Age

Disability/Accommodation Request  
Economic status  
Gender  
Gender Identity or Expression  
Language  
National Origin, Immigration, or Citizenship Status  
Pregnancy or Marital/Familial Status  
Race or Ethnicity  
Religion  
Sex  
Sexual Orientation  
Veteran Status  
Another Identity (describe below)

Please describe if "another identity" was targeted above.

## **TYPE OF INCIDENT**

Indicate all types of conduct involved in the incident. Please also be sure to fully describe the incident in the narrative section below. (Required)

Biased language  
Biased conduct  
Biased policy or policy enforcement

Bullying

Graffiti

Intimidation or Threat of Violence

Physical Violence

Theft/Stolen Property

Other conduct

Please provide a detailed description of the incident. If you identified an "unknown person" above, please provide a brief description. (Required)

What was the atmosphere or climate leading up to the incident? Are you aware of similar incidents occurring at Brown or involving the same alleged perpetrator?

How did this incident impact you? (Required)

What is your desired outcome?

Have you or someone you know reported the incident to any other campus official or the Department of Public Safety? If so, please tell us who and include a report number if shared with Public Safety.

Are you aware of this incident having been reported to Providence Police? If so, please provide the police report number. If the police were involved but you do not know the report number, please enter 'police involved but I do not know the report number.'

In order to address your report, we may wish to contact you for additional information. If we need to contact you, what is your preferred method of communication? (Required)

Phone

Email

Not applicable/Do not contact me

## **SUPPORTING DOCUMENTATION**

PLEASE ATTACH SUPPORTING DOCUMENTS (Examples: photos, emails, screenshots, video clips) 1GB maximum total size to your email.

## **SUBMISSION**

Reports can be submitted to Office of Institutional Equity and Diversity by:

**Email to** [reportbias@brown.edu](mailto:reportbias@brown.edu)

**Intercampus mail:** Sent to the Office of Institutional Equity and Diversity Box 1988

**In-person delivery:** Office of Institutional Equity and Diversity – 47 George Street  
Providence, RI 02912 (room 309)