

**Merrimack College  
Mandated Reporter Form:  
Sexual Assault Incident Report**

Date of the Incident: \_\_\_\_\_ Location of the Incident:     on campus     off campus

Time of incident : \_\_\_\_\_

Reporter's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

On Campus Extension: \_\_\_\_\_ Date: \_\_\_\_\_

Prior to submitting this report, please check off that the following resources were made available to the victim:

- Speaking with an on campus Sexual Assault Advocate
- Speaking with an on campus Sexual Assault Investigator
  - If they choose to report off campus as well, the Sexual Assault Investigator can advise on this process.
- If the misconduct happened recently, the option to go to Lawrence General Hospital, accompanied by the Sexual Assault Advocate.

**The survivor is in control of all of the information!**

If the survivor chooses none of the above, the Mandated Reporter form still must be filled out and mailed to the Deputy Chief in Police Services (P63, Police Services) within 24 hours of the student coming forward with the information.

Any reported rape of, or perpetrated by, any person attending or employed by Merrimack College or occurring on any property belonging to Merrimack College must be reported to the Deputy Chief of Police Services following the above protocol. Also, any person involved in an incident involving a student or employee or which occurs on college property may avail themselves of the sexual assault services of Merrimack College.

\*\* As a college employee, you have access to the Employee Assistance Program for confidential counseling. If you wish to speak with someone please call 1-800-767-5320.

The mandated reporter form can be found on the Merrimack College My Mack website. To access, press Campus Life, Hamel Health Center and scroll down to the bottom of the page.