

# Responsible Employee Cheat Sheet

## WHAT TO REPORT

Any & all information regarding:

- Sexual Assault
- Dating/Domestic Violence
- Stalking
- Sexual Harassment
- Gender Discrimination

Include **at minimum**...

- Name of victim
- All details that were shared regarding the incident
- Name of alleged person (if this was shared with you)

## WHEN TO REPORT

**Immediately.**

At the very least, *must be* **within 24 hours** of receiving a report.

## HOW TO REPORT

Ways that you can file a report:

### **Email.**

Chelsea Jacoby - [jacobytc@tcnj.edu](mailto:jacobytc@tcnj.edu)  
Caitlin Babcock - [babcockc@tcnj.edu](mailto:babcockc@tcnj.edu)

### **Online Report.**

Visit [www.titleix.tcnj.edu](http://www.titleix.tcnj.edu) --> Click on "File a Report"

### **Phone.**

Chelsea Jacoby - 609-771-3112  
Caitlin Babcock - 609-771-2613



VISIT [WWW.TITLEIX.TCNJ.EDU](http://WWW.TITLEIX.TCNJ.EDU) FOR MORE INFORMATION.