

BIAS PREVENTION STEERING COMMITTEE

Rutgers University, New Brunswick Campus

**BIAS INCIDENT REPORT FORM**

*(The purpose of this form is to record information on acts of bias as they occur on your campus. The form is to be completed by members of the Bias Prevention Steering Committee as acts, incidents, crimes are reported to them. Please submit completed forms to Cheryl Clarke, Chairperson, at monthly meetings of the Steering Committee. The only name that should appear here is that of the staff member completing this form. Use one form per incident. Thank you.)*

Original                       Follow-up

1. College/Unit/Office/Department: \_\_\_\_\_

2. Day/date/time (a.m., p.m.) incident occurred: \_\_\_\_\_

3. Campus/Location of incident: \_\_\_\_\_

4. Date incident reported to Committee member: \_\_\_\_\_

a)  In-person                      b)  By phone

5. Police contacted: a)  Yes                      b)  No

6. If yes, has a police report been filed: a)  Yes (date: \_\_\_\_\_)                       No

7. Status of complainant:

a)  Student    b)  Staff    c)  Student-staff    d)  Faculty

e)  Other: \_\_\_\_\_

f) Complainant resides:     Off-campus     On-campus

8. Is complainant the victim?  Yes     No

9. Status of victim if victim is not the complainant:

a)  Student    b)  Staff    c)  Student-staff    d)  Faculty

e)  Other: \_\_\_\_\_

f) Victim resides:  Off-campus     On-campus

**2- Bias Incident Report Form**

10. Type of incident:

- a)  graffiti b)  vandalism c)  physical attack d)  harassment
- e)  verbal attack f)  poster defacement g)  hate message
- h)  Other (specify) \_\_\_\_\_

11. Category of bias (See attached definitions):

- a)  Specific Bias b)  Environment Act c)  Cultural Conflict
- d)  Inappropriate Language

Involving (Check all that apply):

- a)  Race/ethnicity b)  Culture c)  Politics d)  Religion
- e)  Sexual Orientation f)  Gender g)  Nationality
- h)  Other (specify): \_\_\_\_\_

12. Please describe the incident in detail, providing the WHO, WHAT, WHEN, WHERE, WHY, HOW. (Use additional pages if necessary):

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13. Interventions, prevention strategies, and restoration strategies undertaken:

Strategies:	Date completed:
_____	_____
_____	_____
_____	_____
_____	_____

14. Signature of Steering Committee member completing this form:

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(date)

15. Signature of Steering Committee Chairperson:

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(date)

## **DEFINITIONS**

- **SPECIFIC BIAS ACT:** Written and/or oral messages or threats and/or physical acts directed against a *specific person or specific group* of persons known and targeted by the perpetrator(s).  
EXAMPLES: Message(s) on memo board(s) left in room, message(s) left on posted material of resident's door or other public spaces in residence halls, message(s) left on answering machines, epithets *directed* at a specific person, epithets *directed* at a group of persons, advertisements placed in the classified ad section of a school newspaper.
  
- **ENVIRONMENTAL ACTS:** Written and/or oral language placed into common areas and/or open spaces which targets whole groups of people based upon any of the following: Race, ethnicity, cultural background, religion, nationality, sexual/affectional orientation, gender, or physical ability. This behavior is typically committed by an unknown person(s) against "invisible" segment of the community and constitutes more than the simple use of inappropriate language. EXAMPLES: Graffiti (in elevator(s), stairwell(s), hallway(s), bulletin board(s), laundry room(s), entry door(s), exterior façade(s), bathroom(s), courtyard(s), etc.) posting of printed or written materials in any of the above common areas, e-mail messages, defacing preexisting materials in common areas, yelling out of building's window(s).
  
- **CULTURAL CONFLICTS:** Are defined as disagreements, arguments, or controversies that developed due to the cultural differences, backgrounds and lifestyles of the disputants in the conflict. Incidents usually occur around a specific issue, event, situation and/or circumstance when there is a perception on the part of one or more individuals that the conflict is in part or entirely due to any of the following: Race, religion, ethnicity, gender, sexual orientation, nationality, and/or cultural background. EXAMPLE: Ongoing arguments between roommates, disagreements between floor members over "political" material posted on their room doors, desire for room changes by individual(s) due to visitation of friends, gossip, etc.
  
- **INAPPROPRIATE LANGUAGE:** Use of words or phrases (written or oral) on the part of the perpetrator(s) which may be racist, sexist, heterosexist (homophobic), etc. in origin, but have been incorporated into his/her commonly used vocabulary.

Typically, it is believed or discovered that the perpetrator(s) has no specific or general intent to harm an individual or group based upon any of the following: Race, ethnicity, cultural background, gender, religious affiliation, sexual/affectual orientation, or physical abilities. EXAMPLES: "joking" comments (between friends, roommates, floormates), comments made in floor/hall meetings.