


# Overview of the New Tell Somebody Reporting Form – Going Live on June 3, 2024

The decision to transition to a new and improved Tell Somebody Report (TSR) form comes following a thorough study of the current process where it was determined that greater efficiencies and record keeping are necessary to keep our campus a safe and healthy environment. The new TSR form is housed in the Maxient system which is currently used by various entities on campus including Student Community Standards and Student Assistance Services. The Maxient platform provides more robust submission routing and case management tools while also providing additional data security compared to the current WordPress/Gravity Forms platform.

The new TSR form will capture much of the same information the current form requests. However, a few additional fields - including “Individual/Group of Concern”, “Primary Concern”, and “Clery Reportable” - have been added to better assist with the efficiency of submission routing, review, and response times.



## Concerning Behavior Form (Tell Somebody)

As a member of this University community, if you observe any behavior that is concerning you may report the behavior using this form. How you answer questions will determine where the form is routed.

You have the option to fill in contact information or submit the report anonymously. Reports submitted anonymously or with limited information may limit the University's ability to follow up on an incident. Once a report is submitted online, a copy is emailed to the the appropriate entity for response. NOTE: Reports are kept private, however, confidentiality cannot be guaranteed for reports submitted through this site. State law determines confidentiality.

Note for Campus Security Authorities (CSAs): If the incident you are reporting is Clery reportable, please make sure to indicate so. If you indicate this is Clery reportable, this report is submitted as a Clery report and you do not need to file a Clery report separately. For more information on Clery, go to: <https://orec.tamu.edu/clery/about-clery/>

**Background Information**

[Enable additional features by logging in.](#)

Your full name:	<input type="text"/>	
Your position/title/connection:	<input type="text"/>	
	<a href="#">Learn more</a>	
Your phone number:	<input type="text"/>	
Your email address:	<input type="text"/>	
Your UIN:	<input type="text"/>	
Individual/Group of Concern <small>Is (Required):</small>	<input type="text" value="Please Choose..."/>	<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; width: 100%;"><p>✓ Please Choose...</p><p>Student</p><p>Staff</p><p>Faculty</p><p>Third Party</p><p>Recognized Student Organization</p><p>Participant in a Youth Program</p><p>Other</p></div>
	<a href="#">Learn more</a>	
Primary Concern (Required):	<input type="text" value="Please Choose..."/>	<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; width: 100%;"><p>✓ Please Choose...</p><p>Civil Rights (Title IX, Sexual Harassment, Discrimination)</p><p>Student Rule Violation (hazing, theft, disruptive activity, etc.)</p><p>Academic Integrity Concern</p><p>Hate/Bias Incident</p><p>General Concerning Behavior</p><p>Academic Distress</p><p>Criminal Activity</p><p>Engagement with a Youth Program</p><p>Other</p></div>
	<a href="#">Learn more</a>	
Date of incident (Required):	<input type="text" value="05/08/2024"/>	
Time of incident:	<input type="text"/>	
Clery Reportable (Required):	<input type="text"/>	<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; width: 100%;"><p>✓ Yes</p><p>No</p><p>Unsure</p></div>
	<a href="#">Learn more</a>	

A new dedicated section to capture involved parties (i.e. individuals/groups of concern) is provided in the new TSR form with the ability to add additional individuals/groups. The current form only provides fields for one individual/group of concern per submission.

### Involved Parties

Please provide as much information as you can about the involved individuals or groups. You may add more than one individual/group by clicking "Add another party." You may also include witnesses when applicable.

Individual or Organization Name	Select Role	UIN	DOB (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	Email address	Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add another party



Similar to the previous form, the new TSR form allows for a detailed narrative of the concerning behavior. However, the new form requires a bit more detail about the location and affiliation of the incident(s). These new questions allow for a great precision of report routing and greater expediency in review.

### Concern Details

Please fill out the following question(s).

Please describe the incident with as much detail as possible and use specific, concise, objective language. Focus on the Who, What, When, Where, How, and Why of the incident. Indicate specific people, words, phrases, and interactions. Please try use specific names instead of pronouns (he, she, they, etc.) when referring to people in the body of the report. When possible, we encourage the use of direct quotes, even in incidents when the language may be profane or abusive. For example, "Joe Aggie shook his fist at me and said 'you are a stupid loser'" is more helpful than "Joe Aggie was threatening and used aggressive language with me." (Required)

Where did the incident occur? (Required)

Please Choose...

- Classroom
- Corps of Cadets Facility or Property
- Residence Halls
- Other On-Campus Facility
- On-Campus Outdoor Space
- Athletics Facility
- Fraternity or Sorority House
- Campus Location not in College Station
- Off-Campus Facility or Property Owned, Controlled, or Supervised by the University
- Off-Campus
- Roadway Next to Campus
- Student Organization Travel Sponsored by the Student Organization
- Multiple Locations



Specific location(s): (Required)

Was the incident affiliated with any of the following? (Required)

Please Choose...

- Residence Halls
- Corps of Cadets
- Athletics
- Fraternity or Sorority
- Other Student Organization
- Former Student Group
- Academic Program
- Faculty/Staff Research
- Non-TAMU Affiliated Organization
- Individual(s) Under the Age of 18
- Other
- Multiple Affiliations
- Not Applicable



Specific group name(s):

The new TSR form collects one additional piece of information around the location/program connections of the individual/group of concern. This question and the previous incident affiliation question have a 'not applicable' or 'unknown' option that allows for bypassing those fields if that information is not available or known.



Please check all relevant locations/programs connected with the person or organization of concern. (Required)

- College Station
- McAllen
- Galveston
- Qatar
- School of Medicine
- School of Nursing
- School of Pharmacy
- School of Dentistry
- School of Law
- Dallas
- Houston
- Fort Worth
- Round Rock
- Temple
- Washington DC
- RELIS Campus
- Maritime Academy
- Other
- Unknown

### Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

Choose files to upload

Choose Files



Email me a copy of this report

Submit

Lastly, the new TSR form carries forward the feature that allows for supporting documentation to be uploaded (i.e. pictures, screenshots, documents, etc.) All uploads including submitted information in the previous form fields are compiled and stored in the Maxient system which automatically distributes the TSR to the appropriate officials for review and possible action.

We welcome any and all feedback regarding the new TSR form. Please send questions and/or comments to Dr. Justin Jeffery at [jjeffery@tamu.edu](mailto:jjeffery@tamu.edu).