

GPS ToolKit...in the most difficult of times

For Victims/Survivors of sexual harassment/sexual assault/rape

Provide as much detail as possible to assist your memories as needed in the future.

Note: Place this form in your journal, notebook, purse or leave it in your desk where you always have it available to you should you ever need it. Give this form to your children, sisters, friends or family members as a resource for them to use as well. Use this form to track information if you are ever sexually harassed at work or sexually assaulted. It is important to note that you can be sexually assaulted by anyone, including your lover, spouse, date, friend, classmate, colleague, boss, authority figure, stranger or human being. If any human being has assaulted you or sexually harassed you, fill out this form and track the details of that assault. Even if you do not feel ready to report or believe you do not want to report the incident, write down the details. The sooner you write down the details the better should you ever choose to report the incident. If you have been sexually assaulted or harassed, please know that sexual assault is NEVER the victim's fault. Ever. It does not matter how much you had to drink, what you were wearing, if you flirted, if you were on a date or if you are married to the person who assaulted you. It is vital that you write down the information so you have it. Few victims report sexual crimes. Lack of reporting allows perpetrators to go on and harm other victims. Although you may not be ready to report today, write down the information so you have it should you decide to report at a later date.

Victim's Statement

Your Name and Age: _____

Date of the incident: _____

Today's Date: _____

Time of Incident (arrive and departure): _____

Location of the Incident (be as detailed as possible): _____

Describe What Happened (though difficult, it is best to be as detailed as possible): _____

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Alleged Perpetrator Details

Name (if you know): _____

Your relationship to the alleged perpetrator (e.g. employee, girlfriend, stranger): _____

Distinguishing Features (height, weight, beard, hair color, tattoos, clothing etc.): _____

Direct Witnesses (Who, if anyone, can attest to what happened? They watched it occur): _____

What they saw: _____

Extraneous Witnesses (those at the location or knew you were there; those who saw you or you spoke to after but did not see the actual incident happen):

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What they know: _____

Did you confront the alleged perpetrator after the incident in any way? _____

If so, when and what happened? _____

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Have you had any interactions with the alleged perpetrator since the incident? If so what and why?

(e.g. you see him in school or at work, he texted you after etc.) _____

ASAP choose someone to tell who you trust to hold the information until you are ready to report. Instruct them how you want them to respond. Below are a few options:

- a) Be a keeper of the info and say nothing unless you instruct otherwise.
- b) Stand by you as you report.
- c) Help you report and go with you to the police/hospital/teacher.

* Ask them to write down what you tell them so they also have a record of what you say.

Possible person(s) who you can tell (Safety Person): _____

Informed Witnesses (anyone you told part or all of the event to): _____

What you told: _____

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Did you file a report? _____

If not, why not? _____

If so, fill out the information below

If you reported the event to someone in authority who did you report it to and when did you report?
(hospital, police, school, clergy)

What was the name of the person you spoke to? _____

What was the name of the hospital/police department/church etc.? _____

List when and what you told them. _____

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Is there anything you forgot to tell them? _____

What was the result of your report? Was there follow up? _____

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Continue description or add any additional important information: _____

Resources:

National Sexual Assault Hotline number is 800.656.HOPE (800.656.4673). Live chat available on their website www.rainn.org.

National Domestic Violence Hotline at 800.799.7233 or chat live with an advocate 24/7 at <https://www.thehotline.org> Workplace Harassment Website resource: <https://leanin.org/sexual-harassment/individuals>