

# TIPS FAQs

# Questions?



**Introduces**



## **Once I submit a report into TIPS, what happens?**

All reports are securely transmitted to and stored within our university's TIPS platform. Immediate notifications are sent to the appropriate personnel at our college. Reports will only be viewed and accessible by approved personnel and all information will remain confidential. Once the team has reviewed your report/concerns, appropriate investigation and follow-up efforts will occur.

## **How do I know if someone has responded to my report?**

If you would like feedback regarding the report you submit or if you would like to be available for follow up questions, you can provide your name and contact information. You may wish to create a pseudonym or alias e-mail account that does not identify your real name.

## **Do I have to use TIPS to make a report?**

No. You are still welcome to contact Hampton University Police if you have concerns. TIPS is not meant to replace face-to-face communication, but instead help you share information when you are less comfortable or unavailable to share it in person.

## **Contact**

Mr. Michael T Steward  
Crime Prevention/Clery Compliance Officer  
Phone: 757-727-5567  
E-mail: michael.steward@hamptonu.edu



*Empowering our neighboring communities to confidentially report information about concerning behavior and potentially harmful situations.*

TIPS is powered by:



# What To Report?

- Concerning behavior
- Student parties and other disruptive or disorderly conduct
- Pending eviction notices on students
- Domestic violence concerns
- Drug possession or solicitation
- Harassment
- Suspicious Activity
- Theft/Robbery
- Threat to Harm
- Underage Drinking
- Vandalism/Graffiti
- Weapons possession
- And MORE...

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## Still unsure what to report?

A good rule of thumb is: “If it makes you uncomfortable or feel uneasy you should submit a report.”

# Submitting a Report



Visit our website at [www.hamptonu.edu](http://www.hamptonu.edu) and click on the TIPS Report Incident icon or the Butterfly next to our social media icons.



Select the Location and Incident Type you wish to make a report for, review the description (if available) to make sure that is the best report type for your information, and click Next.

Then provide your contact information or select Anonymous and answer the questions on the form to the best of your knowledge. Be sure to upload any supporting files if you have them. When you are done, click review. Once everything looks right, click Submit!

*Disruptive and disorderly conduct from students not only looks bad on the University but can also be bad for your housing community. Disturbing and destructive behaviors should not be tolerated. If you are having problems with a tenant who is affiliated with Hampton University, let us help!*



*Even if a student lives off campus they are still representing our institution. Let Hampton University Police know if you are having trouble with a student(s).*

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## Share your concerns using TIPS!