

# TIPS FAQs

## Is my report really Anonymous?

Yes! By utilizing the TIPS reporting site, reporters can remain truly anonymous if they choose, so they have nothing to fear in sharing their concerns. However, please be aware, we cannot guarantee we can follow-up with you unless we have your name and a way to contact you by either phone or e-mail.

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

All reports are securely transmitted to and stored within our college'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 and encouraged to speak with any administrator if you have concerns. TIPS is not meant to replace face-to-face communication, but instead help faculty and staff share information when they are less comfortable with sharing it in person.

You could be the hero...



...for someone who needs help.

## Questions?

### Contact

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TIPS is powered by:



SOUTHSIDE VIRGINIA  
COMMUNITY COLLEGE

Introduces



Empowering faculty and staff to **ANONYMOUSLY** report information about concerning behavior and potentially harmful situations.

# What To Report?

- Academic Dishonesty
- Assault/Battery
- Blood & Body Fluid Exposure
- Bullying
- Computer Usage Violation
- Concerning Behavior
- Danger to Self
- Discrimination/Employee
- Disruptive Behavior/Disorderly Conduct
- Distressed Student
- Domestic Violence
- Drug Possession/Solicitation
- Fraud
- Harassment
- Other
- Sex Offender Registry Review
- Sexual Assault
- Social Media Concern
- Stalking
- Student Conduct Referral
- Suicide Attempt/Threat
- Suspicious Activity
- Theft/Robbery
- Threat to Harm
- Unsafe Campus Conditions
- Vandalism/Graffiti
- Vehicle Accident/Incident
- Weapons
- Workplace Violence
- 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.southside.edu](http://www.southside.edu)  
and click on the TIPS Report  
Incident Icon



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!

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## We all want what's best for our students, staff and faculty.

## Tell us what you know with TIPS!



## Faculty and Staff have a unique perspective on student and employee interactions that administrators don't always get to see and hear...

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- *Has a student been sharing with you about his/her struggling personal life and you want to get him/her help?*
  - *Has a colleague exhibited aggressive, intimidating or overly confrontational behavior?*
  - *Have you noticed a student's grades or attendance decrease unexpectedly?*
  - *Has a student exhibited an uncharacteristic mood change?*
  - *Are you concerned for the well-being of a co-worker going through a major life change (bankruptcy, divorce, separation, etc.)?*

## Share your concerns using TIPS!