



# Cyber Bullying and Harassment Checklist



## Your information

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_  
Street address City State Zip code

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell phone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Social Media User Name(s) and/or Number(s)

## Suspect information

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Known Cell Phone Number (s) (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Social Media User Name(s)

★★ *Cyberbullying and harassment are very difficult and time consuming to investigate. By following the steps below, you will greatly increase the chances of holding the offender accountable and successful prosecution in the future.*

*If you are being Cyber bullied or harassed, use steps 1-5 to help prevent yourself from being a victim (include date). If a Police Report is requested complete all the following steps before a police report will be generated.*

Steps	Date completed
1. <i>If you are under 18, you MUST notify parents or guardians of what is taking place.</i>	
2. <i>Set your social media accounts to "private" or "Friends only"</i>	
3. <i>Review your friends list; delete people you do not know personally.</i>	
4. <i>Change any personal information on your profile that others can see. Delete phone numbers, addresses, birthdays, and email addresses.</i>	
5. <i>Before posting any pictures or videos, make sure that you are OK with anyone seeing them</i>	
6. <i>Report the issue to the website or phone app. Ex: facebook/snapchat/instagram</i>	
7. <i>If possible, respond to suspect, "Please do not contact me any further or the Police will be contacted" – Do not use offensive or abusive language</i>	
8. <i>DO NOT respond back to any further posts or comments from the suspect. If police investigate they need to see all of your responses to the suspect</i>	
9. <i>If the cyberbullying and/or harassment continues, screenshot and save All Emails, photos, text messages and any other form of contact</i>	

Sign and date when steps 1-9 are completed

X \_\_\_\_\_

Signature

Date

- *This process will take time to complete, but it will make you safer online.*
- *This form when completed will be helpful and should accompany any reports made to the Police.*
- *Law Enforcement Officers will use their discretion to decide if a report is generated.*