



Action 1 (One):

- ⌚ Report -
 - If not already completed, fill out an incident report form (with chapter) to determine severity of issue http://www.tke.org/files/file/incident_report.pdf

Action 2 (Two):

- ⌚ Clarity -
 - Communication with appropriate people (Chapter Rep, Chapter Advisor, Greek Advisor) to determine knowledge of issue
 - E-mail sent to follow-up with conversation copied to Pry/ChAdv/BOA/DCS/RD/GPA/PA
 - High Risk – CEO & Insurance Team
- ⌚ Severity -
 - If issue is identified as an escalated issue, then send a Temporary Suspension Letter specific to incident
 - E-mail within same day with copies to appropriate people

Action 3 (Three):

- ⌚ Validation -
 - Appointed individual by the OGC will physically visit to investigate, determining validity of the allegation
 - Staff will take ownership for seeing the investigation through to completion; will recommend realistic/appropriate pending charges; will update institution, advisors, & chapter

Action 4 (Four):

- ⌚ Congruence -
 - Communication to determine needed actions/response
 - Members/Officers/ChAdv/BOA/GAdv/GPA/PA and whoever else involved will be updated
 - E-mail sent and/or phone call conducted to follow-up to appropriate people

Action 5 (Five):

- ⌚ Judicial -
 - Preferring Charges E-mail sent to Chapter to respond with plea
 - Chapter can admit guilt (in writing) then administrative actions can be taken without court process
 - or-
 - Chapter does not admit guilt then hold General Court

Action 6 (Six):

- ⌚ Educational Sanctioning Outcome -
 - Sanctions need to be recommended by chapter (officers/BOA/ChAdv) to determine their level of understanding to the severity of issue and so they have buy in on the corrections needed
 - Sanctions need to be recommended by Greek Advisor
 - Create list from compiled recommendations
 - Send e-mail and/or hard copy to appropriate people of the TKE Administrative Sanctions
 - Completion of sanctions will be overseen by OGC, local advisors, chapter leadership, & institution.

The Director of Standards with approval by the Vice President of Fraternal Services and Chief Executive Officer has created this process to allow an appropriate course of action in all risk management incidents requiring judicial action. This process is established to provide a fair and educational response to any incidents involving colonies, chapters, and/or members of Tau Kappa Epsilon Fraternity. The mission of Tau Kappa Epsilon is to Build Better Men, for a Better World and the Standards Department, through this judicial process, aids in supporting this mission to its utmost abilities. For questions regarding the Judicial Response Process of Tau Kappa Epsilon Fraternity, please contact Adam Kearns, Director of Standards at akearns@tke.org / (317) 872-6533.