

Incident Reports

What you need at the time of the incident:

- Picture ID from EVERY individual present
- The student's perspective of what has taken place.

Format:

- Be specific and clear in your explanation of the confrontation.
- Put the events in chronological order.
- Be objective.
- State only the facts...do NOT include your own opinions, beliefs, hypotheses, etc.
- Write in 3rd Person using LAST NAMES as a way to make the report easy to understand. IF two or more people have the same last name than distinguish them with their initials.
- Things to keep in mind when writing the report:
 - What conditions surround the observed behavior?
 - Specify what behaviors are causing a problem (rowdiness, messiness, etc).
 - Specify what behaviors you observe that may be causing the person to create a problem (personal isolation, disciplinary action, etc).

The incident report should include:

- Time and date of incident
- Location
- Individuals involved...Including Witnesses (Name, Address, Student ID # and Social Security #)
- Account of the incident...Be as specific as possible, include exact quotes
- Names, Addresses, Student ID # and Social Security # for EVERYONE involved
- Your signature (If submitting a report electronically you can sign the document once it's been printed)

The incident report should include other notations such as:

- Whether you asked to be invited into the room
- Explanation of policy violation
- Indicate if the individuals have been cooperative
- Include the general attitude of the group as you see fit

You MUST always remember:

1. **Never** under any circumstances should you contact a student's parent(s). The only people you need to notify are an Area Coordinator or Hall Coordinator.
2. Remember other people are reading this document: This can be used in court. As long as you are precise and detailed, this document will be **PERFECT!!**