

Incident Report Instructions

Your full name. Enter your name: last name in all caps, then first name and middle initial with only the first letter capitalized (DOE, John A.).

Your title. Enter your title. Do not use abbreviations.

Your phone number. Enter a phone number where you can be contacted for follow-up questions.

Your email address. This should be your SCSU email address. Include the “@stcloudstate.edu”.

Your physical address. Enter your room and hall. For example, if you lived in 100 Mitchell Hall, you would enter “100 Mitchell Hall”.

Nature of this report. Make a selection as follows:

- **Incident in University housing** if there was a policy violation that occurred in a University residence hall or apartment;
- **Incident in other location** if there was a policy violation somewhere other than a University residence hall or apartment;
- **FYI – General Concern** if there was not a policy violation, but still concerning behavior; or
- **Facilities** if there was not a policy violation but still a situation dealing with the facilities that needs to be documented, for example, a fire drill.

Urgency of this report. If professional staff follow up is needed within the next business day, select **Critical**. Otherwise, select **Normal**. If the situation is more urgent, then contact the Residence Hall Director on-call immediately.

Date of incident. Use the clickable calendar to select a date, or enter a date with 8 digits in international format (YYYY-MM-DD). For example, September 9, 2010 would be 2010-09-08.

Time of incident. Select the time using the drop boxes. Use the time the incident started. If unknown, use the time you initially became aware of the incident.

Location of incident. Select the location of the incident. If the incident occurred in multiple locations, select the location where the incident started. If unknown, select the location where you initially came across the incident. If the incident occurred outside a building, select the closest building.

Specific location. Do not enter the name of the building again. If the incident occurred in a room, you do not need to enter “Room”. For example, if the incident occurred in 100 Mitchell Hall, you would only enter “100”. If the incident didn’t occur in a room, enter helpful details, such as floor number and area. For example, “3rd Floor Lounge”.

Concerns and Allegations. Select all that are applicable. Keep in mind that an allegation of a violation of a Residential Life policy would also be a violation of the Student Code of Conduct, 20. University Policies.

Names. Enter names in alphabetical order by last name. Do not list staff members who responded to the incident in this area. Those names should be indicated in the narrative.

- **Name of person(s)/organizations involved.** Enter the last name in all caps, then first name and middle name with only the first letter capitalized (DOE, John Adam).
- **Gender.** Select **Male**, **Female**, or **Other**. If unknown, use the default “=====”.
- **Role.** Select if the role of the person as **Alleged** if they are the subject of an allegation, and then select based on the person’s status as a resident or as a student. Select **Victim** if they were adversely affected by the incident and did not allegedly violate policy, and then select based on the person’s status as a resident or as a student. If they were a witness, select **Other**.
- **SID.** Enter the Student ID or Tech ID for a resident or student. For non-students, if possible, enter a social security number or driver’s license number. Enter a social security number starting with “SSN”, for example, SSN 123-45-6789. Enter a driver’s license starting with the two letter state and then “DL”. For example, a Minnesota driver’s license would be entered as MNDL A1234567890123. If unknown, leave blank.
- **Phone.** Enter the best phone number that can be used to follow up with individual, typically a cell phone. If unknown, leave blank.
- **Email.** If a student, this should be SCSU email. If unknown, leave blank.
- **Hall/Address.** If a resident, enter the room and hall the student is assigned. Otherwise, enter the mailing address for the individual. If an address was given to you verbally, enter the address that was given to you even if it was not verified. If unknown, leave blank.
- **DOB.** Enter the date of birth with 8 digits in international format (YYYY-MM-DD). For example, October 4, 1991 would be 1991-10-04. This is important because the system will calculate the person’s age and flag that person appropriately based on the calculated age.

Narrative. See the attached sheet for instructions regarding the narrative.

Attachments. Upload any relevant pictures, videos, sound clips, or documents. Individual files cannot be larger than 12 megabytes.

ReCaptcha. Type the two words displayed. If it is too difficult to read, hit the arrows until you get a clear word. You only need to get one of the two words correct.

Submit report. Press “Submit report” to send the report.

Incident Narrative Drafting

Who writes the report?

Sometimes multiple student staff members become involved in an incident. The person who was most involved in with the incident should be the one who drafts the report. Typically, this person was the first person to arrive on the scene. However, it is everyone's responsibility to make sure that the person who writes the report is given all the information so the report is comprehensive, complete, and accurate.

Things to keep in mind...

- The people involved in the incident may read the incident report. This should not cause you to censor your report in any way, but you should take care to only include factual statements.
- Every incident report should be written professionally, and with your best writing skills. Even a minor incident may become part of a file that could later be involved in a major incident.
- Since important details can be forgotten over time, the most helpful reports are ones written as soon after the incident as possible. You need to complete an incident report within 3 hours of the close of an incident.

Incident Report Conventions

- Always use the third person. In other words, refer to yourself by your name, not as I or me. Since one person may be reporting for multiple people, it is important to be clear of who did what.
- When referring to someone initially, state their title and full name with the last name, and only the last name, in all caps. Include titles even if the person is not a staff member, for example "Resident John DOE" or "Non-student John DOE". After that, you only need to refer to the person by their last name (in all caps). If more than one person has that last name, include enough information necessary to distinguish between the multiple people. For example, start by include the first initial and the last name. Only the last name should ever be in all caps.
- If you use pronouns (he, she, his, hers), be sure that your report is clear as to who those pronouns are referring to.
- Use quotation marks when quoting someone exactly. Do not censor cursing or bias language, state it directly in the incident report within quotations.
- Do not use quotations if you are paraphrasing or summarizing in your own words.
- Use appropriate headers in your narrative to help organize your report. Headers should be in all caps with a "----" above the header. The header should be set apart by line breaks.

Headers & Structure for the Narrative

Here are some typical headers you may use in your narrative. If one doesn't apply, leave it out. Also, if you can create your own header if something else is more relevant.

ARRIVAL

- When was the incident brought to your attention?
- What started your action?
 - Were you doing rounds?
 - Were you on-call?
 - Were you contact by someone? Who were you contact by?
 - Did you come across the incident on view? (Where you just going about your business when you happened across the incident?)
 - Was it a foreseeable problem?
- Where was the incident?
- About what time did you arrive on-scene?

OBSERVATIONS

- Describe who you saw? (Students, staff, and guests)
 - Where were they?
 - Were they injured?
 - Did you observe any of these signs of intoxication: odor of intoxicants; bloodshot, watery eyes; dilated pupils; stumbling or staggering; or slurred speech?
- Describe your initial experience when arriving on scene.
 - What did you see, hear, or smell?
 - Were there damages?
 - As always, keep you statements limited to facts. You can, however, state conclusions based on observations by using "as evidenced by..."

CONTRABAND

- If there were prohibited items , list them here.
- Where did you find them? Was it on someone particular's "side" of the room? Who own, or took responsibility for, this item?
- What quantity? Were bottles full, half-full, empty, or what?

STATEMENTS BY _____

- Use a spate header for each person
- Place statements in context.
 - Was the person difficult to understand?
 - Was the person uncooperative or combative (as evidenced by...)?
- What was the affect (mood) of the person?
- Paraphrase what the person said.
 - Place the statements in a narrative, a script, or both.
 - Place statements in a logical order that accurately reflect the conversation.
 - Use quotes when using the person's exact words.

ACTION

- Who did you initially contact? Did you call for backup?
- What assistance was given?
- What referrals were made?
- Who was contact toward the end? Did you report the incident to someone?

CONCLUSION

- Where did the people involved end up?
- Is this incident connected with another incident?
- When was the incident cleared?
- Who was contact toward the end? Did you report the incident to someone?