



INCIDENT REPORT

WRITING AN INCIDENT REPORT

Incident reports are the initial and primary record of violations of the Student Conduct Code. They are used for several purposes:

- A) As a point of reference for discussion with accused students about the incident
- B) As an initial description of the incident for the hearing board/ officer
- C) As a record of the incident in the Office of Student Life & Activities
- D) As part of summary data on student conduct

Be sure to include ALL of the information requested on the form

Here are some important points to make in the Incident Report:

- Please be sure to be sure to fill in as much as you can in regards to the incident. Noting things like witness and exact location of the incident will allow us to better adjudicate the case.
- Note the specific actions or words that led to the incident report.
- Note the responses of staff members or other community members to the incident. Was the accused student warned? Did an interaction take place that led to further charges after the initial incident?
- Specify how you, the complainant, found out about the incident.
- Note the attitude of the accused student(s) involved. Were they cooperative? Abusive? Helpful?
- Your summary should be concise, well organized, and not “wordy”. The incident report is intended to let all parties understand, in general, what happened so that they can prepare to discuss the case.
- Keep your emotional reaction to the situation out of the summary of facts unless that reaction directly related to the charges. “I was very hurt and angry that she yelled at me that way” does not necessarily help the board/officer establish facts. “The instructor was frightened and worried that she might hurt someone” may help the board/officer establish that a rule was violated, depending on the charge
- Try to prepare the incident reports in the “third person”, to help in maintain an objective tone in reporting.

