



## Good Incident Report Example

### Reminder

All incident reports filed through your official role as a Resident Assistant must be submitted through the [Residence Life Report Form](#). For an overview of all the available reporting form through UT Tyler, you can view the [Report an Incident Overview](#) page.

### Background Information

Please provide your information as the reporting Resident Assistant or Residence Coordinator.

Your full name: John Doe  
Your phone number: 903.565.5869  
Your email address: [jdoe@uttyler.edu](mailto:jdoe@uttyler.edu)  
Nature of this report (Required): Residence Life Incident  
Date of incident (Required): 2019-07-15  
Time of incident: 2:35 AM  
Location of incident (Required): University Pines Apartment (UPA)  
Room Number/In Hall Location: 913

### Involved Parties

Provide the names and ID numbers of all students involved in this incident and assign them a role.

The roles are as follows:

**Resident Assistant:** Student worker at one of the housing facilities

**Alleged:** Individual you believe you have violated a policy.

**Victim:** Individual you believe to have been harmed in this incident.

**Witness:** Individual you believe was present and/or knows about the incident but was not in violation of policies.

**Student of concern:** Individual whose behavior is odd and you have a concern for their well being.

**UPD:** A university police officer.

**Staff:** Any other individual who works at the university.

If the student is not enrolled at the University of Texas at Tyler, please put their last name backward followed by the first letter of their first name as the Student/Employee ID. For example Patriot Swoop would be **POOWSP**.

Name	Select Gender	Select Role	Student / EMPL ID
<a href="#">Ryan McCoy</a>	<a href="#">Male</a>	<a href="#">Alleged</a>	<a href="#">5004931572</a>
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number
<a href="#">1998-03-18</a>	<a href="#">903.565.7028</a>	<a href="mailto:rmccoy@uttyler.edu">rmccoy@uttyler.edu</a>	<a href="#">UPA 913A</a>

Name	Select Gender	Select Role	Student / EMPL ID
<a href="#">Miranda Ruiz</a>	<a href="#">Female</a>	<a href="#">Alleged</a>	<a href="#">ZIURM</a>
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number
<a href="#">2000-10-17</a>	<a href="#">903.565.5946</a>	<a href="mailto:Miran.Ruiz@gmail.com">Miran.Ruiz@gmail.com</a>	<a href="#">Commuter Student</a>

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Name	Select Gender	Select Role	Student / EMPL ID
Tyler Austin	Male	UPD	NITSUAT
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number
			N/A

\*If an officer does not provide you with their DOB, work phone number, employee identification number, and/or email address, do not worry. We can use Maxient and PeopleSoft to track that information as long as you are able to document their name.

Name	Select Gender	Select Role	Student / EMPL ID
John Doe	Male	Resident Assistant	5004931574
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number
1997-02-09	903.565.5869	<a href="mailto:jdoe@uttyler.edu">jdoe@uttyler.edu</a>	UPA 812B

Name	Select Gender	Select Role	Student / EMPL ID
Jane Roe	Female	Resident Assistant	5004931575
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number
1998-09-09	903.565.5870	<a href="mailto:jroe@uttyler.edu">jroe@uttyler.edu</a>	UPA 612C

### Questions

Please fill out all of the questions below to the best of your ability.

Were any of the following involved? (check all that apply):

Alcohol     Drugs     EMS     Arrest     UPD     Weapons

If EMS Transport was checked, which hospital or emergency center was the individual transported to?

Please list the hospital or emergency center if you selected 'other' above:

Was anyone transported to jail? (Required)

Yes     No     Unsure

Provide a detailed description of the incident as it occurred using objective language, third person, and be sure to explain who, what, where, when, why, and how. (Required)

At 2:35 a.m. on July 15, 2019, RA John Doe was walking to the University Pines Clubhouse to meet a resident who locked themselves out of their apartment. Upon approaching the clubhouse, RA Doe spotted Resident Ryan McCoy and Guest Miranda Ruiz rolling a keg of Blue Moon into University Pines Apartment 913. RA Doe contacted RA Jane Roe to address the lock-out while he address the ongoing incident involving Resident McCoy and Guest Ruiz.

At 2:37 a.m., RA Doe called University Police Department Dispatch to request assistance with an active alcohol incident. UPD Officer Tyler Austin arrived at 2:45 a.m. and met RA Doe outside of the University Pines Clubhouse. Officer Austina and RA Doe walked together to University Pines Apartment 913.

Before knocking on the door, Officer Austin and RA Doe smelt marijuana and pinpointed it to apartment 913. Furthermore, Officer Austin and RA Doe heard loud music playing and a conversation where Resident

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McCoy told Guest Ruiz to do a keg stand. Officer Austin instructed RA Doe to go to the back patio in case any of the alleged decides to sneak out the back door or pour out their alcohol there before opening the door.

At 2:58 a.m., Officer Austin knocked on the door, identified himself as a police officer, and instructed the door be opened. The music was turned off and Guest Ruiz opened the door. Officer Austin then instructed RA Doe to come to the front. Once RA Doe was at the apartment door, Officer Austin asked for permission to enter. Resident McCoy stated “hell no. You ain’t my momma; don’t you dare tell me what to do.” Officer Austin said he will get a search warrant. Resident McCoy then told Officer Austin and RA Doe that they could enter the apartment.

Upon entering the apartment, the half barrel keg of blue moon was noticed in the common area, near the patio door. There was also one 1.75 liters of Smirnoff raspberry vodka in the trashcan.

Officer Austin asked who was the owner of the apartment. Resident McCoy stated he was. Officer Austin then instructed RA Doe to collect Guest Ruiz’s information in the common area of the apartment while he searches the apartment with Resident McCoy.

RA Doe asked for Guest Ruiz’s information, and she yelled, “I go to TJC!” and then began a physical altercation with RA Doe. Officer Austin heard the commotion and separated Guest Ruiz from RA Doe.

Guest Ruiz was then handcuffed because of the physical altercation that gave RA Doe a black eye. During the search, Officer Austin found a joint of marijuana in Resident McCoy’s room (University Pines Apartment 913A). As such, Resident McCoy was then arrested for possession of illegal substances and providing alcohol to a minor.

This situation ended at 4:12 a.m.

### **Supporting Documentation**

Upload any documents, images, or additional files you may have in relation to this incident. Please email the [Dean of Students](#) office or call 903.565.5946 if you have any questions. 1GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

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### **Select copy recipients**

Chief of Police