



*Office of Student Conduct
and Intervention*

Incident Report Writing

I. Fill out the fields in order:

- a. Your full name: If you can't give us this, we got bigger problems.
- b. Your phone number: Whatever number is easiest to reach you
- c. Your email address: Please include your Patriots email address.
- d. Nature of the report:
 - i. Fire Alarm
 - ii. FYI: A report that isn't necessarily an actionable violation or BIT case, but information that res life and/or conduct should know about.
 - iii. Health and Safety Fail
 - iv. Incident: If someone's violating a policy or might be (even for an information report), it's conduct.
 - v. Training
- e. Date of Incident: This is the date the incident took place. Use the format indicated, YYYY-MM-DD, or use the calendar app. Be careful with midnight! Make sure you put the right date if the incident happens shortly after midnight!
- f. Time of Incident: Drop menus, WATCH OUT FOR AM/PM
- g. Location of Incident: pick one, put the specific location for the Room Number/In Hall Location. If the incident took place in an apartment, the apartment number should be there. If it took place outside, describe the area where the incident took place, i.e.: "in front of 1320 Patriot Village," "North stairwell of Patriot Village Building 1," "in front of University Pines Clubhouse").
 - i. NOTE: if it happened elsewhere on campus, it's "Other" and list the specific location in the narrative. If it happened off campus, note that. If most of it occurred electronically (such as cyberstalking, or harassment via text message), indicate "Online" as the location.

II. Involved Parties:

- a. Name: This should be the subject's ACTUAL NAME first and last name as it appears on their driver's license or other ID. If the subject goes by a nickname, include it in quotes. For example, Jonathan "J.D." Smith.

- b. Role:
 - i. Complainant: If the student is believed to have been harmed (*i.e.*, theft, assault, harassment, etc.) or the person filing the complaint with you.
 - ii. Guest (Non-UT Tyler Student)
 - iii. Resident Assistant: RAs involved in the incident. Be sure to include yourself!
 - iv. Resident Coordinator: RC if they were called or responded to the situation.
 - v. Residence Life Staff (Other): Front desk staff, facility assigned maintenance worker, etc.
 - vi. Respondent: If you think they may have violated a policy.
 - vii. Staff: Any other individual who works at the university.
 - viii. Student of Concern: A student who probably hasn't violated any policies, but is still causing some concern (*i.e.*, depressed, suicidal, very homesick).
 - ix. University Police Department Officer: University Police Officer responding to the incident.
 - x. Witness: Just there, saw what happened.
- c. ID Number: This is the student's Student ID number. Please get this if at all possible. If the student is not enrolled at UT Tyler, please put their last name backward followed by the first letter of their first name. For example, Patriot Swoop would be **POOWSP**.
- d. DOB: If you can't get the ID, *please* get this. YYYY-MM-DD
- e. Hall/room number: Find out if they live on campus, and if so indicate where here.
- f. Add another person – Note you can add up to 99 people per report.
- g. **INCLUDE EVERYONE**
 - i. We've seen reports where someone is listed in the narrative but not included in this section – we have a hard time figuring out who they are and why they're present.

III. Questions:

- a. Were any of the following involved? (Alcohol, Drugs, EMS Transport, Student Arrest, UPD, and Weapons)
- b. Hospital/ER Center
- c. Jail Transport?

IV. Detailed Description

- a. This is the narrative of the incident report. This is where you tell your RC (and anyone else who will read the report) what happened. **Note:** While Maxient has a decent spellcheck, it's a good idea to write this section on a separate Word document and complete any editing and spellchecking and then copy and paste it into the IR.
- b. This is where you need to be ***extremely*** detailed as to what has happened during the incident. It is strongly recommended that if more than one staff member was involved in the incident then they should collaborate to write the report. Two heads are better than one.
- c. Always write the incident report in third person. Never refer to yourself as "I" or "me."
- d. Always begin the incident report at the time when you first received information or were suspicious that an incident was taking place. Conclude the incident report at the time when you walked away from the incident
 - i. Tell us who knocked, that they announced themselves, and who answered the door.
- e. Don't ever ask yourself if something should go into a report. If you are hesitant about putting it in the report, do it! Professional staff can edit any information that is not relevant, but cannot add relevant information if it is not there. If you have a question about whether or not you're adding too much detail, check with your supervisor or the Director of Residence Life.
 - i. One exception to this ... please do not add information about prior incidents unless there is a direct connection to this one (ie, retribution for a prior incident). For example, don't mention that you or other RAs have confronted this same resident or suite of residents for similar incidents in the past.
- f. Make sure all spelling and grammar errors are fixed before you submit it. Reports may go as far as President Tidwell's office, or before a judge, so you never know who will be reviewing them. It's very easy to miss typos and missing words as you write, so be sure to proof it and use spellcheck.
- g. Write in ***ACTIVE VOICE***. Do not write in passive voice – it's unclear and hard to follow. Remember, say "John threw the ball," not "The ball was thrown by John."
- h. Document specifically any behavior that is directed towards you as an RA. While it can be difficult to write specifics, the report must include any examples of attempted intimidation, harassment, etc.

- i. If a resident is verbally abusive, it is not enough to say “Resident Smith was rude to RA Jones.” There is not enough information there to address Resident Smith’s behavior, as being rude isn’t necessarily a policy violation. If the report includes specifics, i.e.: “Resident Smith said to RA Jones ‘You’re a f---ing prick and you better watch your back,’” then there is sufficient information to charge the resident with harassment and threatening behavior.
- i. Make sure you answer the main questions of the incident:
- j. Who is involved? If a person’s name is at the top of the IR, make sure you indicate in the body of the report that the person was present. We also need to know what the person is doing. Even if that person sat the whole time and then left, you still document it in the report!
 - i. Identify people with a single word descriptor and first and last name the first time you mention them in the narrative, for example Resident John Smith.
 - 1. Most common descriptors will be RA, resident, UPD Officer, and Guest – note that guest is anyone present who is not assigned to that room.
 - ii. Identify people with the descriptor and last name after the first time you mention them, for example Resident Smith.
 - iii. Please tell us where each person was during the incident.
- k. What happened and what is involved? Describe the incident. Make sure you include all relevant facts in sufficient detail. If you are approaching an apartment, make sure the reader knows why. If you are documenting a policy violation, make sure that the report describes the elements of the policy violation.
 - i. If alcohol is present, be sure to state how many alcohol containers, usually cans or bottles, are present, what brands and types of alcohol are present, the size of the container (measured by volume) and how much each can or bottle contains.
 - ii. If there are containers present, I need to know is there alcohol in them?
- l. Where did it happen? Where did the incident take place? Make sure that you have the correct location, and if an incident takes place over multiple locations, make sure you’re clear where events are taking place.
 - i. Where is it? Where are the relevant items? If there is alcohol present, the judicial officer needs to know where it is. If there are illegal drugs present, the judicial officer needs to know where they are. Be sure to state which room relevant items were found in, and if they were in plain view or if they were concealed. If an illegal item is found in a bedroom, the

judicial officer will need to know which bedroom (A, B, C, or D if applicable), who lives in the bedroom, and where in the bedroom it was found.

- m. When did it happen? Make sure to include the relevant time as well as the date – what time did the incident start, what time did it conclude.

V. Paragraph Breaks are your friends.

VI. INCLUDE EVERYONE AND THEIR ROLE!

VII. Supporting documentation: You can use this to upload attachments, such as pictures or related documents.

VIII. And avoid passive voice.