

Incident Report Writing Checklist

General Preparation

- ☐ Make sure to have pen and paper during rounds or when called to a situation.
- ☐ Approach a situation with sufficient staff to get all vital information from the amount of people involved.

During incident

- ☐ Collect actual I.D.s from all involved: witnesses, resident or non student to ensure proper spelling of names and ID numbers. All students are required to have their student ID on them at all times.
- ☐ If someone does not have an ID on their person – take down the information they give but be sure to note it in the IR.
- ☐ If a non student is involved, determine and clearly state in the report whose guest they were.
- ☐ If a picture will explain the situation best and you have access to an electronic camera – feel free to supplement the report with pictures (you will still need a narrative). Pictures should be sent to studentconduct@astate.edu.
- ☐ Pay attention to the little details. Write them down.
- ☐ Do not tell people they are being written up or in trouble. Explain you are just documenting the situation.
- ☐ Get the following Imperative Information
 - ☐ Date and Time of Incident
 - ☐ Location of Incident
 - ☐ All involved names, ID#s, addresses
 - ☐ Contact information for all involved

Writing the Report

- ☐ Complete it online! www2.astate.edu/studentconduct/
- ☐ Write while the incident is fresh in your mind – make good use of your notes. Its due by noon the next day.
- ☐ If more than one RL Staff member was present make sure all views are involved. If you do not want to submit separate IRs make sure you each write a narrative or both agree there is nothing missing from the IR.
- ☐ If other University Officials are involved name them. UPD or Counseling came is not acceptable!
- ☐ Make sure not of the following phrases/words are in your report before you submit it.
 - ☐ Looked drunk
 - ☐ They had been drinking
 - ☐ They were Loud
 - ☐ A lot of people
 - ☐ Smelled like smoke
 - ☐ Pot
 - ☐ There was alcohol/liquor
 - ☐ They were rude/obnoxious

Submitting the Report

- ☐ Make sure all parts are filled out prior to submission.
- ☐ Make sure you get the “Your Form was properly submitted” screen after writing your report. If you do not get this screen, please copy and paste your report and email it to studentconduct@astate.edu.