Incident Report
Writing 101
Basics

• What person should incident reports be written in?
• What are some important things to get from residents?
• What are some important things you need to include in a report?
Important Things To Include

- Time
- Date
- RA that confronted
- Resident’s behavior
- Any thing they may have said to you
- Any HD on duty or police that were there
- As much information as possible
Important Information To Get

- Student ID #’s
- Guests Information
- # of alcohol containers
- What kind of alcohol is it
- Who answered the door
- Where the residents were located
- Any residents/guests that are not be cooperative
Specific Incidents

• Sexual Assault
  • Resident or anyone involved is never named in the report. EX: Resident X came to RA....

• Roommate Conflicts
  • Should be documented in order to have something in case things get worse

• Suicidal Thoughts or Gestures
  • Resident should be named in the report.
Questions?