

Incident Report Writing Guide for Community Centers

Incident Report (IR) – An **official university document** that describes an incident in detail; starting point for communicating to the university about a situation that has happened.

Things to keep in mind:

1. Answer who, what, when, where, how
2. Write the incident description in a word doc and then copy and paste into IR form
3. Write in 3rd person
4. Be specific with details
5. Be objective: stay away from feelings, sarcasm, what you *think* happened, or personal opinions
6. Include direct quotes from those involved when appropriate
7. Write an IR immediately after you have responded to an incident, while it is still fresh in your mind

Format:

How to begin:

On Wednesday, January 7, 2021, at approximately 11am at the Williams Village East community center...

Recording all of the individuals the first time

At the beginning of the report, make sure to use the full terminology. Do not assume that everyone who reads your report knows what abbreviations mean.

First: Community Assistant (CA) First & Last Name

After: CA Last Name

First: Community Center Lead (CCL) First & Last Name

After: CCL Last Name

First: Resident Advisor (RA) First & Last Name

After: RA Last Name

First: Hall Director (HD) First & Last Name

After: HD Last Name

First: Community Center Coordinator (C3) First & Last Name

After: C3 Last Name

First: Resident First & Last Name

After: Resident Last Name

If more than one person in the report has the same last name, use first initial

First: Resident First & Last Name

After: Resident F. Last Name

Incident Report Checklist:

- **What** happened: exactly, what was said, using exact quotes with feasible Things to Consider:
 - Was CUPD Contacted?
 - If so, what did they do?
 - Was the HD on Call or C3 on Call contacted?
 - Were students compliant?
 - Did anyone attempt to leave the scene?
 - Did you inform residents that they were being documented?
- **When** then incident occurred: time, day and date
 - Be mindful of late evening hours and when you are writing your report. If you are writing your report at 1am and the incident began at 11:55pm, you are now on the following day.
- **Where** the incident occurred: Community Center, lounge, etc. (be as specific as possible)
- **Who** was involved, witnessed the incident and reported the incident
 - Things to consider:
 - Was there another staff member with you?
 - What are the Id numbers (Student IDs, Drivers License ID #, etc.)
 - Is the alleged a guest of a resident?

Sample Incident Report (IR)

Staff Involved:

Jamie Laughner (Community Assistant)

Involved Parties:

Nikki Valdanbrini (1234567) WVN 332 - Alleged

Bethany Wintsch (1234568) WVN 333 – Alleged

On Friday, January 8, 2021 at approximately 11pm at the Williams Village North (WVN) Community Center, Community Assistant (CA) Jamie Laughner was working her shift at the community center when Resident Bethany Wintsch walked into the main entrance of WVN without a mask on and visibly stumbling while being supported by Resident Nikki Valdanbrini. CA Laughner first asked Resident Wintsch to put on their mask and then asked Resident Valdanbrini if Resident Wintsch was ok. Resident Wintsch started to argue with CA Laughner that a mask wasn't going to help anyone and that it was a "stupid rule made up by the University." CA Laughner stated that it was still a University policy that everyone was supposed to wear a mask at all times in public spaces and that they wanted to keep all students safe. CA Laughner also pulled out a disposable mask and offered it to Resident Wintsch. Resident Wintsch still declined stating that it was against her rights to put on a mask, but Resident Valdanbrini took the mask for Resident Wintsch and asked her to put it on to not make the situation worse. Resident Wintsch took the mask from Resident Valdanbrini and put it on. During this situation, it was observed that Resident Wintsch was still unsteady on her feet, but there were no other signs of impairment. CA Laughner again asked if Resident Wintsch was ok and both Residents Wintsch and Valdanbrini stated that Resident Wintsch fell playing sand volleyball. CA Laughner reminded both residents about the current gathering and mask mandates for the county/University, stated that she would be writing a report about the incident per Residence Life policies and wished them a good night. Residents Wintsch and Valdanbrini proceeded to go through the doors to the elevator.