WRITING AN INCIDENT REPORT

For questions regarding the form below, contact the Office of Student Conduct by email at studentconduct@astate.edu

* Person Reporting Name:	Your Actual Name
* Position (RA, Faculty, Staff, Student, ect.) If Residence Life Staff, Please Include Hall or area.	RA, Hall you are a RA in
* Address:	Room Number (if on campus) or Local Mailing Address (not hall address)
* City:	State University
* State:	Select an option
Local Phone:	Number you can be reached at if there are any questions about your report
Email:	A-State student/staff email
Type of Incident: (Check appropriate information)	☐ Violation of Code of Conduct ☐ Maintenance ☐ Suicide Gesture/Attempt ☐ Psychological Problems ☐ Medical ☐ Physical ☐ Noise ☐ Hospitalization ☐ Other
Incident Location	**ROOM NUMBER & HALL (BE SPECIFIC)**
Date	Date of Incident (1/9/2013)
Time	Time of Incident (1:45am)
Individuals Involved- Please give as much information as possible. It must include the following: Name (Last, First, MI), SID Number. If you can provide: Campus Address, Phone Number, and Email Address or other contact information, please do so.	Full Name, Student ID number, room number, email and hall of any student who was involved with the actual incident. Your REC should have a binder with resident info in it that you can access if you are unsure of any info. **Be sure to follow the order in the "role" dropdown menu when adding people.**
Incident Description. Please describe the incident in as much detail as possible.	**Who-** did what (remember to describe residents who did not give you identification), label RAs "RA Howl" **What-** (what did you do, what did the residents do, what was said "in parenthesis") **Where-** where did everything occur? **How-** Remember to include times and what happened in chronological order.

Write in third person. Use titles for individuals involved in the description (i.e RA Doe, Resident Jane, REC John, etc.)

End with :
"this report was then filed"

All pictures should be attached at the end of the incident report in JPG format.

Have the police been notified?	◯ Yes ◯ No
	Check yes if UPD responded, otherwise check No
If yes, Officer who responded	http://www.astate.edu/a/police/staff/

Submit