

Writing Incident Reports-Tips and Examples

How to write a helpful and professional incident report

- Be specific, detailed, factual, and objective.
 - Language: This information can be used by many institutional and external partners so make sure to use language that you wouldn't mind President Phipps reading.
 - ✦ Don't use "I" or "me" language but use third person language throughout your report.
 - If intervening and confronting a policy violation, please be specific with information.
 - ✦ Anytime a conduct violation occurs that involves alcohol, drugs, tobacco, physical assault, or visitation please consult with RD on call and then write up an incident report.
 - ✦ Who you contacted (when consultation or Public Safety is needed).
 - ✦ How much alcohol was in the room, how many people were in the room.
 - ✦ Try to remain objective and avoid using statements that are assumptions. Example: Sally was real rude and she probably was drinking again. **Instead, use facts**-Sally swore when I asked her to open the door and an odor of alcohol was strong when I asked her to turn down her music.
 - ✦ Be descriptive. Instead of just saying Sally was drunk, describe behaviors and clues that lead you to believe she was drunk. For example: When I confronted Sally her eyes were blood shot, her speech was slurred, and her breath smelled of alcohol.
- Only include behavioral information related to policy enforcement
 - If a mental health emergency or other sensitive situation arises, please send that in a separate email to RD
 - We want to protect the privacy of the individual

Example of Poorly Written Incident Report



OFFICE OF THE ASSOCIATE DEAN OF STUDENTS

STUDENT DISCIPLINARY INCIDENT REPORT

Incident

Date	Time	Location
9.15.15	Late at night	Miller

Student(s) Involved

Name	ID #	Campus Residence / Room#	Date of Birth
John something	?	Miller 313	12.14.97
Jayden Ricardo	2368290	Female floor	5.12.95

DESCRIPTION OF INCIDENT

In space below, please provide an objective and detailed account of the incident - If there are more than 6 individuals, please enter their information below.

We were on our second walk when we heard a mad party happening. The music was pumping as soon as we entered the stairwell and we danced the whole way up. As we passed the lounge, we saw a girl who was passed out-she looked real peaceful. We then knocked on the door of Miller 313 and spoke with the residents. We asked them to turn their music down. Upon opening the door a strong skunky smell emanated from the room. The residents seemed like they were hesitant to talk to us and shut the door real fast. We heard aerosol cans and could smell air freshener. We continued on our walk and had ice cream to celebrate finishing walk.

Person Making Report: Bryce Watkins

Date:9.15.15

Please complete report immediately following involvement in incident. RA's, please save document and email to RD - RD please save and email / forward to Office of Asso. Dean (dwood@messiah.edu). If disciplinary action results from this report, the student(s) involved will receive a copy of this report in addition to formal notice of a disciplinary hearing.

Example of Well Written Incident Report



OFFICE OF THE ASSOCIATE DEAN OF STUDENTS

STUDENT DISCIPLINARY INCIDENT REPORT

Incident

Date	Time	Location
9.15.15	11pm	Miller

Student(s) Involved

Name	ID #	Campus Residence / Room#	Date of Birth
John Smith	1232866	Miller 313	12.14.97
Jayden Ricardo	2368290	Solly 203	5.12.95

DESCRIPTION OF INCIDENT

In space below, please provide an objective and detailed account of the incident - If there are more than 6 individuals, please enter their information below.

Becky and Bryce were on their second walk when they noticed music coming from Miller 313. They could hear the music from the stairwell. Once they entered the floor they could feel the vibrations of the music resonating throughout our bodies. When they walked by the lounge Becky and Bryce saw a girl who looked to be asleep. They woke her up by talking to her and shaking her arm. She had not realized she had fallen asleep and explained that she had pulled an all nighter working on a project. They encouraged her to go back to her room and get some sleep. She agreed and left the floor headed for her room. Becky and Bryce then knocked on the door of Miller 313 and spoke with the residents and asked them to turn their music down. Upon opening the door a strong skunky smell emanated from the room. The residents seemed like they were hesitant to talk to Becky and Bryce further and quickly closed the door. Becky and Bryce then heard aerosol cans and could smell air freshener. This seemed odd to Becky and Bryce and so they called the RD on call to report what they had witnessed and smelled. Tim Ferret was the RD on call and met Becky and Bryce at Miller 313 to talk to the residents.

Person Making Report: Bryce Watkins

Date:9.15.15

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