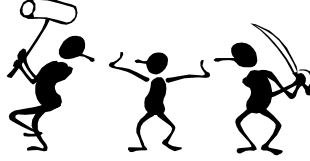


Tips for writing Good Incident Reports



- **It is online!** Save yourself time and type it up! www.sc.edu/osjp
- If you have to write it, **BE LEGIBLE**
- It is important that you fill in the COMPLETE date (month, day, year) – this is crucial information for the Hearing Officer
- Put down the time of the incident, and indicate AM or PM
- Note the location of the incident – this is also very important
- Get as much information on the students involved as possible (just because they *say* they attend school elsewhere, doesn't mean they do!)
- Be detailed and chronological when you write up the incident. This includes:
 - Time when you were notified/made aware of the incident
 - How you learned about the incident
 - Identifying each person named in the report (i.e. John, 5th floor RA,...)
 - Identifying things/items you see and where and how you saw them
- **NO COMMENTARY ON THE STUDENTS INVOLVED.** Just indicate exactly how they were disrespectful, disorderly, cooperative, etc. (Remember – Quotes are our favorite!)
- Please let the students know you are documenting the incident and if they would like to provide their own written version of the incident, they may do so.
- Be sure you sign it – and the residents sign it also. 😊