

## Behavioral Incident Report

The Behavioral Incident Report is designed to enable faculty, staff and students to voluntarily report any behaviors that may raise concerns and incidents of misconduct at Illinois Eastern Community Colleges. An incident, in this context, is an event that does not warrant immediate intervention. **In the event of an emergency that requires immediate intervention, call 911.**

The Behavioral Incident Report will provide a mechanism for responding to individual incidents and will reveal patterns of disruptive behavior of specific students or individuals. It will also provide aggregate data on the nature and frequency of disruptions at Illinois Eastern Community Colleges. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns. In accordance with IECC's Policy on Student Conduct, information provided in the Behavioral Incident Report may also be considered in determining appropriate disciplinary action with students.

### Information: (please enter as much information as possible)

Name of individual \_\_\_\_\_ ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

### Incident Information:

Date of incident \_\_\_\_\_ Date form completed \_\_\_\_\_

Class/Location of incident \_\_\_\_\_  FCC  LTC  OCC  WVC  DO

Time of incident (approximate) \_\_\_\_\_

\*Name of person reporting incident \_\_\_\_\_ \*Phone # \_\_\_\_\_

\*Email Address \_\_\_\_\_

Are you a  student  employee  other (please explain) \_\_\_\_\_

Name (s) of others involved \_\_\_\_\_

Please provide a detailed description of the incident, paying particular attention to the behaviors of the person. Concrete, specific observations are most useful. Avoid providing judgments, assessments and opinions:

Please describe conversations you have had with the person and any action you have taken regarding the incident.

### PLEASE SUBMIT COMPLETED FORM TO THE COLLEGE DEAN

\*Individuals are allowed to make anonymous reports, however if a name is not provided it may hamper the TABIT's ability to seek follow up information that may be critical in determining an appropriate course of action. If a name is provided, the team will provide feedback regarding actions taken.