



## Bad Incident Report Example

### Reminder

All incident reports filed through your official role as a Resident Assistant must be submitted through the [Residence Life Report Form](#). For an overview of all the available reporting form through UT Tyler, you can view the [Report an Incident Overview](#) page.

### Background Information

Please provide your information as the reporting Resident Assistant or Residence Coordinator.

Your full name: Johnny Doe  
 Your phone number:  
 Your email address: Johnny916@gmail.com  
 Nature of this report (Required): Residence Life Incident  
 Date of incident (Required): 2019-07-15  
 Time of incident: 2:35 AM  
 Location of incident (Required): University Pines Apartment (UPA)  
 Room Number/In Hall Location: ||

**Commented [SN1]:** Informal/Nicknames should not be used when reporting an incident. Be sure to always include your full/legal name. For example, "John Doe."

**Commented [SN2]:** Personal emails should not be used. Always use your school/work email account from UT Tyler. And, be sure to either provide your phone number or email address in case our office needs to follow-up with you.

**Commented [SN3]:** Do not leave this section blank. Always, include the specific location the incident took place.

### Involved Parties

Provide the names and ID numbers of all students involved in this incident and assign them a role.

The roles are as follows:

**Resident Assistant:** Student worker at one of the housing facilities

**Alleged:** Individual you believe you have violated a policy.

**Victim:** Individual you believe to have been harmed in this incident.

**Witness:** Individual you believe was present and/or knows about the incident but was not in violation of policies.

**Student of concern:** Individual whose behavior is odd and you have a concern for their well being.

**UPD:** A university police officer.

**Staff:** Any other individual who works at the university.

If the student is not enrolled at the University of Texas at Tyler, please put their last name backward followed by the first letter of their first name as the Student/Employee ID. For example Patriot Swoop would be **POOWSP**.

Name	Select Gender	Select Role	Student / EMPL ID
<u>Ryan McCoy</u>	<u>Male</u>	<u>Alleged</u>	<u>  </u>
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number
<u>1998-03-18</u>			<u>UPA 913A</u>

**Commented [SN4]:** If Ryan McCoy is not an on-campus resident, then his Student/EMPL ID should be YOCCMR. If he is, then be sure to document it in this section. If McCoy fails to provide it to you, note it in the detail description portion of the IR.

Name	Select Gender	Select Role	Student / EMPL ID
<u>Miranda Ruiz</u>	<u>Female</u>	<u>Alleged</u>	<u>5004931573</u>
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number
<u>2000-10-17</u>	<u>903.565.5946</u>		<u>  </u>

**Commented [SN5]:** If Miranda Ruiz does not live on-campus, note it in this section.

Updated: July 15, 2019

Name	Select Gender	Select Role	Student / EMPL ID
Officer Austin	Male	UPD	NITSUAO
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Room Number

**Commented [SN6]:** "Officer" is not a first name. Be sure to ask the responding officer for their information so you can properly complete the IR.

**Commented [SN7]:** Note whether or not the UPD office lives on campus.

**Commented [SN8]:** Be sure to include your identification as a RA responding to this situation, even though you may have listed it in the "Background Information" section.

### Questions

Please fill out all of the questions below to the best of your ability.

Were any of the following involved? (check all that apply):

Alcohol
  Drugs
  EMS
  Arrest
  UPD
  Weapons

**Commented [SN9]:** If you call dispatch or an officer responds to the situation, then this box should be checked.

If EMS Transport was checked, which hospital or emergency center was the individual transported to?

Please list the hospital or emergency center if you selected 'other' above:

Was anyone transported to jail? (Required)

Yes
  No
  Unsure

Provide a detailed description of the incident as it occurred using objective language, third person, and be sure to explain who, what, where, when, why, and how. (Required)

RA Doe was walking to the Univeristy Pines Clubhouse when he spotted Resident Ryan McCoy and Guest Miranda Ruiz rolling a keg of Blue Moon into University Pines Apartment 913A. RA Doe immediately told Resident McCoy and Guest Ruiz that they are unable to have alcohol on the premises at any time. Resident McCoy said that he was over the age of 21 and "you ain't my momma; don't you dare tell me what to do." RA McCoy called UPD Dispatch to provide assistance with the situation. Officer Austin arrived and instructed RA Doe to collect identification. When RA Doe asked for Guest Ruiz's identification, she yelled, "I go to TJC!" and then began throwing fists at RA Doe. Guest Ruiz was arrested for hostile behavior and Resident McCoy was arrested for providing alcohol to a minor.

**Commented [SN10]:** The first time a person is mentioned in this part of the IR, be sure to include their full name.

**Commented [SN11]:** RA's name is mixed up with the Respondent/Alleged.

**Commented [SN12]:** Even though this information is included in the "Background Information" section, be sure to include the date/time of when the incident occurred and when UPD was called. This IR only provides a brief summary of the event. Further detail is needed in this report. (Review "Good Incident Report Example.")

**Commented [SN13]:** This incident should have included a picture of the keg as corroborating evidence for your report. A lack of such evidence makes it easier for the alleged to discredit you during their administrative meeting or full hearing.

**Commented [SN14]:** The option to send a copy to the Chief of Poliece is entirely up to you. The Office of Student Conduct and Intervention will triage each case to ensure all respective parties are notified.

### Supporting Documentation

Upload any documents, images, or additional files you may have in relation to this incident. Please email the [Dean of Students](#) office or call 903.565.5946 if you have any questions. 1GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

### Select copy recipients

Chief of Police

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