Behavior Incident Report Form

This Behavior Incident Report is designed to enable faculty, staff and students to voluntarily report "Red Flag Behaviors" that may raise concerns at CVCC. 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 Campus Police cell 434-841-2939 or use a call box located on campus. The Behavioral Incident Report will provide a mechanism for responding to incidents and will reveal patterns of disruptive behavior. It will provide aggregate data on the nature and frequency of disruptions. This report provides a standardized method for recording observation of troublesome behaviors and for alerting staff of potential concerns. In accordance with the CVCC Student Code of Conduct, information provided in the Behavioral Incident Report may be considered in determining appropriate disciplinary actions with students.

Student information please enter as much information as possible (continued on back page)

Name_____ EMPLID #_____

Address_____Phone_____

Incident information: Date of incident_____ Date form completed_____

Location of incident_____ Time of incident (approximate) _____

*Name of person(s) reporting incident _____Phone _____

Email Address _____

Are you a __student, __employee __ or other (please explain) _____

Names(s) of others involved_____

Please provide a detailed description of the incident, paying particular attention to the behaviors of the student.

Concrete, specific observations are most useful. Avoid providing judgments, assessments and opinions:

Please describe conversations you have had with the student and any action you have taken regarding this incident: **Please submit completed form to Counseling or Campus Police Department **Individuals are allowed to make anonymous reports, however if a name is not provided it may hamper the team's ability to seek follow up information that may be critical in determining an appropriate course of actions. If a name is provided the team will provide feedback regarding actions taken. The person submitting this Behavior Incident Report may wish to discuss this with a counselor prior to submitting the report.**