



ALVIN COMMUNITY COLLEGE

Behavioral Incident Report

This form should be used by faculty, staff and students to voluntarily report “red flag behaviors”, incidents, or situations that pose, or may reasonably pose, a threat to the safety and well-being of the campus community. An incident, in this context, is an event that does not warrant immediate intervention. In an event that requires immediate intervention, call 911 or Campus Police - 281 756-3700. This report will provide a mechanism for responding to individual incidents and to reveal patterns of disruptive behavior of specific students/employees. The report provides a standardized method for recording observations of troublesome behaviors and of alerting staff of potential concerns. In accordance with the Alvin Community College Student Code of Conduct, information provided may also be used to determine appropriate disciplinary action with the individual.

Provide the following information about the person whose behavior is being reported (please enter as much information as possible).

Name: _____ Student ID# _____

Address: _____ Phone: _____

Incident Information:

Date of Incident: _____ Date form completed: _____

Class/Location of incident: _____ 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 student/employee. Concrete, specific observations are most useful. Avoid providing judgments, assessments and opinions:

Please describe conversations you have had with the student/employee and any action you have taken regarding this incident: _____

This form is located on G: drive in the FORMS folder.

Please submit completed form to ACC Campus Police, the Dean of Students or Human Resources.

**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 action. If a name is provided, the team will provide feedback as appropriate.*