**Incident Reporting Form**

**Background Information:**

|  |  |
| --- | --- |
| **Full Name:**Click or tap here to enter text. | **Position/Title:**Click or tap here to enter text. |
| **Phone:**Click or tap here to enter text. | **Email:**Click or tap here to enter text. |
| **Date of Incident:**Click or tap to enter a date. | **Time of Incident:**Click or tap here to enter text. |
| **Location:** Choose an item. | **Specific Location (room):** Click or tap here to enter text. |

|  |
| --- |
| **Involved Individuals:** Click or tap here to enter text. |
| **Name or Organization:** Click or tap here to enter text. |

**Gender:**

**Female**[ ]  **Male**[ ]  **Role:** Choose an item. **Student ID #:** Click or tap here to enter text.

|  |  |
| --- | --- |
| **Phone:**Click or tap here to enter text. | **Email:**Click or tap here to enter text. |

**Reason for Report:** *(Click all the apply)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ] Alcohol | [ ] Assault | [ ] Disruptive Conduct | [ ] Dishonesty | [ ] Drugs |
| [ ] Failure to comply | [ ] Financial Irresponsibility | [ ] Firearms/Weapons | [ ] Harassment | [ ] Illegal Conduct |
| [ ] Misuse of Computers | [ ] Misuse of Property | [ ] Providing false information | [ ] Tobacco Use | [ ] Theft |
| [ ] Violence of any kind | [ ] Unlawful Entry | [ ] OtherClick or tap here to enter text. |

**Other:** Click or tap here to enter text.

**Please provide a detailed description of the incident/concerns using specific, objective and concise language.**

Click or tap here to enter text.

**Were the Police involved?** Choose an item.

**Name of Officers:**Click or tap here to enter text.

***Supporting Documentation:***

**Is there any information, photos, emails, texts, other supporting documents?**Choose an item.

**If yes, please attach with this report.**

***Send the completed report to*** ***BAT@HelenaCollege.edu***