

Appendix 1
Behavioral Incident Report



This Behavioral Incident Report is designed to enable faculty, staff and students to voluntarily report “red flag behaviors” that may raise concerns and incidents of student/employee misconduct at Southwestern Illinois College. 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 or Public Safety.** The Behavioral Incident Report will provide a mechanism for responding to individual incidents and will reveal patterns of disruptive behavior of specific students/employees. It will also provide aggregate data on the nature and frequency of disruptions at Southwestern Illinois College. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns. In accordance with the Southwestern Illinois College Student Code of Conduct, information provided in the Behavioral Incident Report may also be considered in determining appropriate disciplinary action with students/employees.

Student information: (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:

Please submit completed form to the Office of the Dean, Enrollment Services (Student) or VP for Human Resources (Employee)

*Form obtained through “Best Practice,” provided by Lakeland College

* 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