



## 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 misconduct at Alamo Colleges. 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 Alamo Colleges Police Department at 9-911.** The Behavioral Incident Report will provide a mechanism for responding to individual incidents and will reveal patterns of disruptive behavior of specific students. It will also provide aggregate data on the nature and frequency of disruptions at Alamo Colleges. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns. In accordance with the Alamo Colleges Student Code of Conduct, policies and procedures, information provided in the Behavioral Incident Report may also be considered in determining appropriate disciplinary action with students.

### **Student Information: (please enter as much information as possible)**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### **Incident Information:**

Date of Incident: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Campus/Class/Location of Incident: \_\_\_\_\_

Time of Incident (approximate), please indicate a.m. or p.m.: \_\_\_\_\_

\* Name of Person Reporting Incident: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a  Student  Employee  Other (please explain): \_\_\_\_\_

Name(s) of Others Involved: \_\_\_\_\_

Please provide a detailed description of the incident, with particular attention to the behaviors of the student and the effect of the student's behavior on others. Concrete, specific observations are most useful. Be honest, respectful, and 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 the Office of the Vice President for Student Success/Affairs**

\* 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 regarding actions taken.