

IR Writing 101

Fall 2017 RA Training | CD Mia-Kay Fuller (*they/them*)





Incident Reports (IR) are extremely important for documenting situations that arise in the residence halls. When a resident requires emergency attention, there is a physical issue with the building, or a resident has potentially broken Curry College policy, it is important that a clear description of what occurred and who was involved is communicated with RLH staff members for future follow up.

1. KNOW THE FACTS AND PEOPLE INVOLVED





2. WRITE IN THIRD PERSON



3. AVOID
USING
PRONOUNS
TOO OFTEN

4. DETAILED BUT NOT A LECTURE



WHY ARE THE DETAILS IMPORTANT?

“No one in the room was drinking, I drank before, but NOT that night”

“The beer was left over from the other night”

“Everyone on this floor smokes...that’s probably why it smelled”

“It always smells like weed in the hallway and I had my room door open, that’s probably why they smelled it in my room.”



Student Says



IR Says

“There were 9 beer cans in the room. 4 were empty, 2 were open, and 3 were closed in the refrigerator”

“The 2 beer cans that were open were both cold”

**

“There was a faint smell of marijuana in the hallway that grew stronger nearest to room 123.”

“When we entered the room, the odor of marijuana was strong”

“The smell from the marijuana in the container on the desk was similar to the smell in the room”



5. BE OBJECTIVE

6. WRITE CHRONOLOGICALLY



7. NO HISTORY LESSONS





8. HOW'D
WE GET
HERE?

9. WHEN IN
DOUBT,
WRITE IT
OUT!



ROOM FOR IMPROVEMENT EXAMPLE:

I saw my resident Alex stumble as she exited the elevator. I could smell alcohol and vodka so I suspected they were drunk so I stopped Alex and her friends to ask if she was okay. Kelley said they were fine, but her speech was slurred. I could see vomit on the elevator and Alex had some wet spots on her shirt. I asked if she and her friends had been drinking. Alex said that she and her friends went to a party. They got there around 9PM. They all drank and when they got back to the hall, she got sick in the elevator. Alex said she was going to get sick again. I called for help and Officer Dawn Scott and RD Christie Pearce responded. After arriving, they called for a medical transport. Alex was taken to the hospital.



IDEAL EXAMPLE:

Resident Assistant (RA) Sam Mewis was conducting a round on the 5th floor in Race Street Residence when she noticed Resident Alex Morgan, Resident Kelley O'Hara, and Resident Tobin Heath. RA Sam Mewis noticed Resident Alex Morgan stumble as she exited the elevator and could detect an odor of alcohol and vomit coming from the residents so she stopped the group to ask if everyone was okay. Resident Kelley O'Hara stated that they were fine and returning to their residence hall apartment after hanging out off-campus. RA Sam Mewis heard a slight slur in Resident Kelley O'Hara's speech. Additionally, RA Sam Mewis saw vomit in the elevator and noted some wet staining to Resident Alex Morgan's shirt, near the neck collar. RA Sam Mewis asked Resident Alex Morgan if she had been drinking alcohol. Resident Alex Morgan stated that she and the other two residents attended a party at an unknown off-campus location. Resident Alex Morgan stated that she drank alcohol at the party. Resident Kelley O'Hara stated that she consumed 2 beers. Resident Tobin Heath stated that she consumed alcohol at the party. Resident Alex Morgan stated that she felt as though she was going to be sick/vomit again. RA Sam Mewis contacted RD Christie Pearce and Office Dawn Scott. Upon their arrival, RD Christie Pearce called for a medical transport and Resident Alex Morgan was taken to the hospital. RD Christie Pearce spoke with Resident Tobin Heath and Resident Kelley O'Hara to discuss their drinking. RD Christie Pearce informed the Residents of the conduct process and everyone dispersed.

BUT
WHERE DO
YOU SEND
THE IR?



1.Go to
my.curry.edu

2.Go to Student
Life

3.Go to RA

The screenshot shows the myCurry website interface. At the top is the myCurry logo. Below it is a navigation bar with links: Home, Institutional Research, Calendar, Faculty, Employees, GenEd, Academic Support, Student Life, myCampus, and a partially visible 'Re' link. A secondary row of links includes Strategic Planning, Banner9, and Center for Career Development. The main content area is divided into three columns. The left column, titled 'Quick Launch', contains icons and links for CWIS (Curry Web Info System), BlackBoard Learning System, Office 365 E-Mail, School Dude, ADP Portal, Phone Lookup, Password/Combination CWIS Reports, Course Selection Guide/Wish List, Parking Permits, 25LIVE, and Banner9. The middle column has sections for 'Announcements' (with an 'Entries' sub-section), 'My Messages' (with 'My Messages' and 'Preferences' links), and a 'No Alerts found' message. At the bottom of the middle column is a section for 'Install Mobile Application' with the text 'Please click the icon to install on your phone.' The right column shows a dropdown menu for 'Student Life' with various options: Alcohol & Drug Awareness, Clubs and Organizations, Community Service, Commuters, Counseling Services, Dean of Students Office, Disability Community, Health Services, RA (highlighted with a red circle), RA Selection, Residence Life, SAtech, Spiritual Life, Student Activities, Student Center, Student Conduct, Student Employment, Study Abroad, Study Abroad Community, and Awards Day.

myCURRY

Home Institutional Research Calendar Faculty Employees GenEd Academic Support Student Life myCampus Re

Strategic Planning Banner9 Center for Career Development

Quick Launch

CWIS
Curry Web Info System

BlackBoard Learning System

Office 365 E-Mail

School Dude

ADP Portal

Phone Lookup

Password/Combination CWIS Reports

Course Selection Guide/Wish List

Parking Permits

25LIVE

Banner9

Announcements

Entries

My Messages

My Messages Preferences

No Alerts found

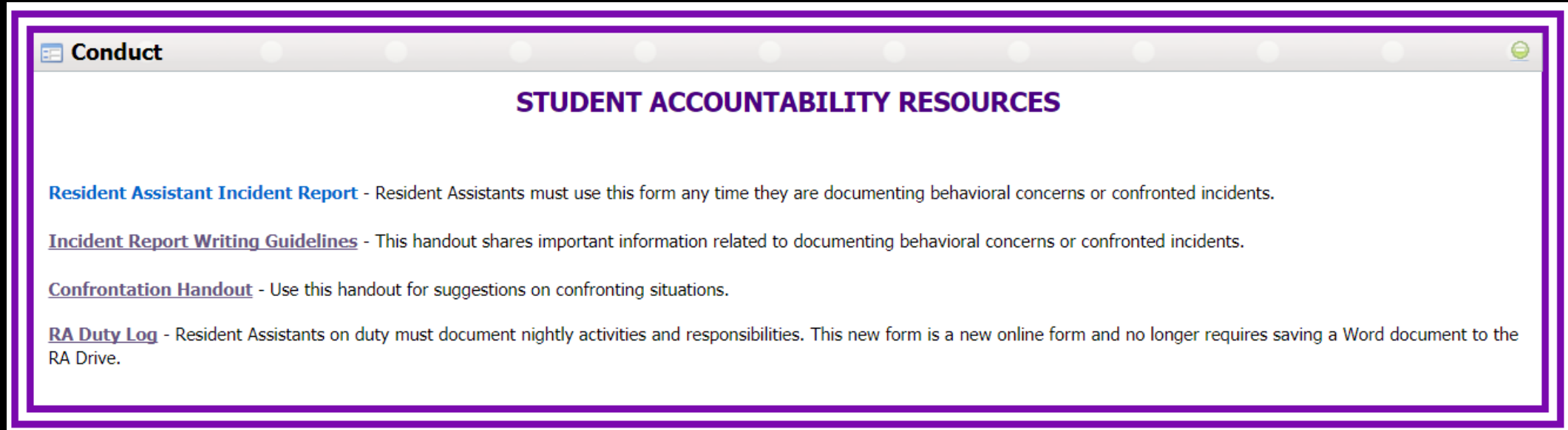
Install Mobile Application

Please click the icon to install on your phone.

Alcohol & Drug Awareness
Clubs and Organizations
Community Service
Commuters
Counseling Services
Dean of Students Office
Disability Community
Health Services
RA
RA Selection
Residence Life
SAtech
Spiritual Life
Student Activities
Student Center
Student Conduct
Student Employment
Study Abroad
Study Abroad Community
Awards Day

4. Scroll all the way down until you reach this box

5. Click on “Resident Assistant Incident Report”



The screenshot shows a web browser window with a title bar that says "Conduct". The main content area is titled "STUDENT ACCOUNTABILITY RESOURCES" in bold purple text. Below this title, there are four links with descriptions:

- [Resident Assistant Incident Report](#) - Resident Assistants must use this form any time they are documenting behavioral concerns or confronted incidents.
- [Incident Report Writing Guidelines](#) - This handout shares important information related to documenting behavioral concerns or confronted incidents.
- [Confrontation Handout](#) - Use this handout for suggestions on confronting situations.
- [RA Duty Log](#) - Resident Assistants on duty must document nightly activities and responsibilities. This new form is a new online form and no longer requires saving a Word document to the RA Drive.

Please put the specifics!

It tells a completely different story when this is included!

CURRY COLLEGE

Resident Assistant Incident Report form

Thank you for submitting this information. Please know that the appropriate staff member will be receiving this and following up with the Director for Student Conduct as needed. If you have any questions or concerns following this incident, please feel free to contact your supervisor or you may contact Melissa DeGrandis directly at melissa.degrandis@curry.edu.

Responding Resident Assistant Information

Please make sure to provide your name, phone number, and email address.

Enable additional features by [logging in](#).

Your full name:

Your phone number:

Your email address:

Urgency of this report:

Date of incident (Required):



Time of incident:

Location of incident (Required):

Specific location:

Key things:

1. Make sure the person's name is spelled correctly
2. Make sure you input the person's ID Number correctly
3. If you are going to write someone's name in the "Description/Narrative," make sure you list them in the "Involved Parties" portion of the form, even if they are non-students, and vice-versa!
4. You as the RA are NOT an involved individual. Do not add yourself!
5. Both you as the RA and Public Safety submit a report; NOT one or the other.

Involved Individuals

Please list the individuals involved (excluding yourself), including both name and Student ID number. Student ID number must be formatted with @ sign preceding the number (Example: @008123456). For non-students, please write the name of the non student and then state non-student in (). Example: Joe Smith (non-student). Please list for the non student a Drivers License number in the block labeled SID (Student ID #) if available. If the involved individual is "unknown" please write UNKNOWN as the name and provide additional details if possible in the Incident Description/Narrative.

Full Name (First and Last)

ID Number

Add another

Incident Report Description/Narrative

Please provide a detailed description of the incident/concern using specific concise, objective language (Who, what, where, when, why, and how). (Required)

1. If you mention someone in the “Description/Narrative,” they **MUST** be listed in the “Involved Parties” section of the form.
 2. **Type it in Word first**, then transfer it to the report
 3. Be mindful of your surroundings - Do it in the hall office, not in the lobby with your friends.
- CONFIDENTIALITY!**

You must select the CD on duty below before submitting this form. Please see below to select the appropriate CD on duty. (Required)

☐ I selected the CD on duty in the box below.

Supporting Documentation

Please submit any additional documentation, photos, videos, etc. that are applicable to this incident report. 1GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload

Choose Files

Select Community Director on Duty

IMPORTANT: Please select the CD on duty at the time you are submitting this incident report. If you are not sure who the CD on duty is, please contact Public Safety at 617-333-2222 to inquire.

☐ Sean Modri

☐ Mia-Kay Fuller

☒ Kyra Tan-Tiongco

☐ Melynda Heying

☐ Amanda Frost

AND THAT'S IT!





WHAT? WHEN?
WHO? HOW?
WHERE? WHY?



WHAT
DO
YOU
SEE?



QUESTIONS?
COMMENTS?
CONCERNS?