

IR Writing

What, When, Who, How, Where, and Why (In that order)

What – What is an Incident Report (IR)?

- IRs are documented evidence of student behavior, not students
- Core components of an IR
 - o Names, date, time, description of activity, etc. (paint a picture before, during, and after)
 - o IRs incorporate the 5Ws and 1H
 - o Should be a professional account of an incident (used in courts)
- What is it not?
 - o Irrelevant information
 - o Subjective point of view
 - o Editorialized blog post (not a tweet)

When – When should you write an IR? *

- Simple: if there is an incident, write one
- Ask: “what do you think about...?”
 - o Examples: violation of published college policy, medical emergency, longstanding area-wide facilities concern, etc.
- What about the times when you don’t write one?
 - o Examples: roommates are having a small disagreement about guest policy, lock outs, etc. *Quiet hours warning?
 - There should STILL be documentation for the incident, but maybe not a full-fledged IR (i.e., duty log)
- Write IRs AFTER the incident is completely resolved

Who – About whom do you write IRs?

- Students, non-students, anyone involved in an incident (Other RAs, PS officers, CDs, CDAs, Fallon, MPD, unknowns)
 - o Explain “involved” in the context of an incident inside room, outside, off campus
 - o CDs are the ones who decide who are important to follow up with
- RAs **do not** include themselves in the IR!
 - o Submitting the IR *is* including yourself

How – How do you write an IR?

- Be as objective as possible: only facts, no opinions
- What you see or hear is what you include: no guessing or assuming
 - o Proper language: marijuana, not “pot”
 - Third-person
- Be professional
 - o Student Firstname Lastname, spellcheck, direct quotes, as many details as possible

- Be prepared (taking notes/pictures of IDs if needed), collect all information (ask!), and take your time
 - If you take a photo of an ID, don't forget to delete it off of your phone afterward!
 - Sensitive information
- Ask a returner if you need the assistance!

Where – Where do you write IRs?

- MyCurry Portal > Student Life > RA > Resident Assistant Incident Report
 - When selecting a CD, note that your CD will always be cc'd on the submitted IR.
Choose only the CD on duty for that night
- Be mindful of where you are when you're submitting one
 - Do it in the hall office, NOT in the lobby with your friends

Why – Why do we write IRs?

- RAs are expected to document incidents as part of the Work Agreement
- And why do we want these things documented?
 - Utilized in our Conduct Process. We need that information because most of the time, CDs do not have that information available. Even if we were there, we need something written down for future reference (records).
 - This is also a way of building community. When we hold students accountable, we are improving the environments for everyone in the community.
 - RAs are the eyes and ears of the residence halls. If you don't document incidents, we might not know they happen.