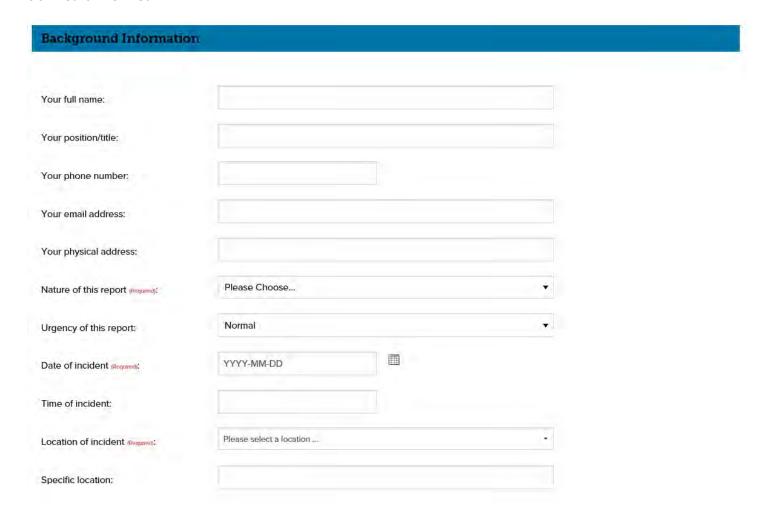
Incident Report Form - Instruction Guide

This reporting form is NOT a 911 or emergency service; Do not use this site to report events presenting an immediate threat to life or property. If you require emergency assistance, please dial 911.

The intent of this form is to provide a quick and effective means for BTC students, employees, and visitors to notify the appropriate people at BTC about an accident, incident or behavior that needs to be reported.

Section 1 - Background Information

Depending on the situation, additional follow-up information and documentation may be required, so please include phone and/or email contact information to help us appropriately address the incident. Anonymous incident reports are welcome, but may prevent further investigation if statements cannot be clarified or verified.



Background Information Section details

Your Full Name - Enter your full name

Your Position/Title - Enter your position and/or job title

Your Phone Number – Enter your phone number. You can enter more than one number if necessary

Your Email Address - Enter your email address

Your Physical Address - Enter your address. List number, street, city and zip code

Nature of this Report (Required) - Select the nature of the incident you are reporting

- General Conduct Report
- Police Report
- Concerning and Threatening Behavior
- Complaint/Grievance
- Student and Public Accident/Safety Issue
- Staff and Faculty Accident/Safety Issue

Urgency of this Report – Select the urgency of the incident you are reporting

- Normal
- Critical

Date of Incident (Required) - Enter the date of the incident

Time of Incident – Enter the time of the incident

Location of Incident (Required) – Select the location of the incident

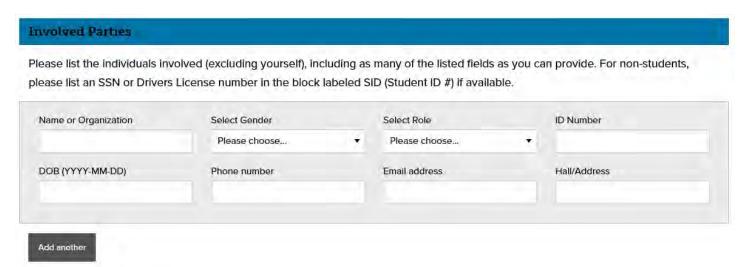
- Off Campus Address
- Building on campus If the location isn't listed, select the closest location and enter the details in the next question

Specific Location

Location within the building or off-campus location that was selected in the previous question

Section 2 - Involved Parties

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For non-students, please list a Driver's License number or other ID in the block labeled SID (Student ID #) if available.



Involved Parties Section details

Name or Organization - Enter the full name. Exclude yourself

Select Gender – Enter their gender

Select Role – Enter what role they had in the incident

ID Number – Enter any ID number. This could be SID, driver's license or something similar

DOB – Enter their date of birth if known. Use the YYYY-MM-DD format (e.g. 1996-04-15)

Phone Number – Enter their phone number

Email Address - Enter their email address

Hall/Address – Enter their address

Section 3 – Questions

Please provide a detailed description of the incident/concern using specific concise, objective language (Who, what, where, when, why, and how). If you have listed an individual as an involved person, he or she should appear at least once in the narrative. For matters involving Conduct violations, please provide as much detail as possible in describing the behaviors and activities that occurred. The use of direct quotes, including profanity or abusive language, is encouraged. Avoid using pronouns when multiple individuals are involved.

Questions	
listed an individual a	ailed description of the incident/concern using specific concise, objective language (Who, what, where, when, why, and how). If you have s an involved person, he or she should appear at least once in the narrative. For matters involving Conduct violations, please provide as much describing the behaviors and activities that occurred. The use of direct quotes, including profanity or abusive language, is encouraged. Avoid
	n multiple individuals are involved.
D-	
Was Campus Safety/	Police or any other law enforcement agency notified and/or respond?
O Yes	the start and start and start agency to the st
O No	
🔾 l don't kno	w .

Questions Section details

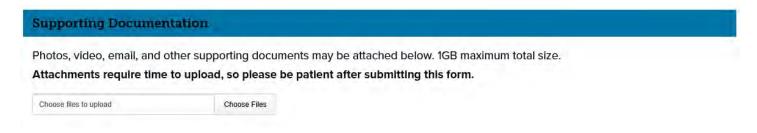
Description of the incident/concern – Enter a detailed description of the incident or concern

Was Campus Safety/Police or any other law enforcement agency notified? (Required)

- Yes
- No
- I don't know
- •

Section 4 - Supporting Documentation

Attach and photos, video, email, and other supporting documents for the incident. All the files need to be under 1GB total size combined.



Final Step

Click the "I'm not a robot" confirmation and then submit the report

