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

Your full name:	
Your position/title:	
Your phone number:	
Your email address:	
Your physical address:	
Nature of this report (Required):	Please Choose... ▼
Urgency of this report:	Normal ▼
Date of incident (Required):	YYYY-MM-DD
Time of incident:	
Location of incident (Required):	Please select a location ... ▼
Specific location:	

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

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.

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

○ Yes

○ No

○ I don't know

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.

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 1GB maximum total size.
Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload   Choose Files

Final Step

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

One last step ...

Help us prevent spam reports by completing this captcha.
NOTE: If you do not see a gray box with a checkbox that says "I'm not a robot", please try a different web browser.

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit report