



BEHAVIORAL INCIDENT REPORT



The Behavioral Incident Report is the document used to provide a standardized method for reporting all non-emergency **Red Flag Behaviors** of students or employees. This report will be reviewed to determine appropriate action and entered into a secure electronic tracking system to document patterns of disruptive or concerning behavior. In accordance with Southwestern Illinois College Board Policies, information provided in the Behavioral Incident Report may be considered in determining appropriate disciplinary action with students or employees.

Faculty, staff and students have a responsibility to report any situation that is disruptive or concerning to the overall campus environment. For **EMERGENCIES** or incidents that involve criminal behaviors, contact Public Safety at ext. 5555 or dial 911.

REPORTER INFORMATION

Please enter as much information as possible; the more information provided, the better informed College officials are in coordinating a response. Although anonymous reports are allowed, incomplete information may hamper College officials' ability to follow-up and determine an appropriate course of action.

Full Name _____ Student/Employee ID# _____

Role at the College _____

Email Address _____ Phone Number _____

INCIDENT INFORMATION

Name of Person with Concerning Behavior _____

Date of Incident _____ Time of Incident _____

Specific Location of Incident _____

DETAILED DESCRIPTION OF THE INCIDENT

*Use specific, concise, objective language that describes **WHO, WHAT, WHEN, WHERE, WHY** and **HOW**.*

ANY ACTION YOU HAVE TAKEN TO ADDRESS YOUR CONCERNS

INDIVIDUALS WHO MAY HAVE ADDITIONAL INFORMATION

- * Additional pages may be added as needed.
- * Student Reports should be submitted to the Chief Student & Community Development Officer.
- * Employee Reports should be submitted to the Director of Human Resources.

🚩 IDENTIFYING RED FLAG BEHAVIORS IN STUDENTS 🚩

It is the responsibility of faculty, staff and students to report **Red Flag** behaviors. **Red Flag** Behaviors may fall into two categories: (1) [Immediate](#) and (2) [Concerning or Disruptive](#).

IMMEDIATE ASSISTANCE

Below are examples of student behaviors that indicate the need for **IMMEDIATE** assistance:

- Carrying or displaying a weapon.
- Acts or threats of harm (verbal or written) to other individuals or property.
- Suicidal thoughts, statements, gestures, threats or attempts.
- Self-mutilating behaviors such as cutting or burning.
- Intimidating behaviors, including inappropriate touching, harassment or stalking.
- Loss of contact with reality such as hearing or seeing things that are not present.
- Change in ability to speak and/or disorientation to time and place.
- Disruptive behavior such as yelling or screaming uncontrollably, aggression or hostility.
- Anxiety resulting in disruption to the environment.
- Any words or conduct, such as intense anger, that cause fear for safety.

WHAT TO DO when IMMEDIATE assistance is needed: Call Public Safety at ext. 5555 or dial 911. After the emergency situation has been handled, complete a **BEHAVIORAL INCIDENT REPORT**. Reports can be filed electronically at <https://www.swic.edu/file-report-BIR>. Upon receipt of the report, appropriate follow-up will be initiated by the team.

CONCERNING OR DISRUPTIVE BEHAVIORS

Below are examples of **CONCERNING** or **DISRUPTIVE** behaviors that may negatively impact the overall environment and may make it uncomfortable for others:

- Inability or lack of willingness to comply with directives from SWIC personnel.
 - ✓ Unwillingness to change behavior after it has been addressed.
 - ✓ Persistent and unreasonable demands for time and attention.
 - ✓ Excessive talking or monopolizing discussions.
- Frequent or high levels of irritable, unruly, abrasive, aggressive or argumentative behavior.
- Behavior that interferes with daily operations throughout the campus.
- Sudden and unusual changes in behavior.
- Lack of respect for personal space and boundaries.

WHAT TO DO when CONCERNING OR DISRUPTIVE behaviors occur: If the concerning or disruptive behavior rises to a level of **immediate** concern, **contact Public Safety at ext. 5555 or dial 911**. After the emergency situation has been handled, complete a **BEHAVIORAL INCIDENT REPORT**.

For non-immediate concerns, complete a **BEHAVIORAL INCIDENT REPORT**. Reports can be filed electronically at <https://www.swic.edu/file-report-BIR>. Upon receipt, appropriate follow-up will be initiated.