Behavior Concern Checklist & Report Guideline

For Faculty & Staff

Your Name:	Phone #	Dept/College:	Date:
Your Supervisor:		Your Email:	Time:
Person of Concern:		☐ Faculty ☐ Staff ☐ Student ☐ Other	

Describe behavior or situation:

What is your concern?

Identify other individuals involved, including their contact information and status as faculty, staff, students or other (if known):

Have you taken any actions?: ☐ Yes ☐ No	If "yes" describe and include any previous reported incidents.

Supervisor/Administrator Notified? ☐ Yes ☐ No	Name of Supervisor or Administrator Notified:	
Witnesses:	Name:	Contact #
	Name:	Contact #
	Name:	Contact #

Forward completed form to the University Police for possible follow-up

For Administrative Use

Related cases:	1.	2.	3.
Follow-up assigned to:			Date Assigned:
Date Completed:	Command Level Review:		
Comments:			