



Campus Incident

Three Rivers Systems, Inc

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Abstract

This document will discuss how Campus Incident is used to record, track, and report on disciplinary actions for students, staff, faculty and other campus visitors.

- Incident types are customizable for each institution's reporting terminology and records can be searched by incident type or by person.
- When searching by person, records can be limited to students, contacts, faculty, or donors to easily refine the results.
- To ensure that sensitive information is properly secured, access to incidents can be limited to specific departments.
- Multiple individuals and multiple infractions can be assigned to each incident in order to accommodate even the most complex situation.
- Track an individuals' affiliation with campus, fines, injuries, property damage, the kind of involvement, sanction points given, responsibility, community service hours and specific service assignment, probation, sanction type, and suspensions.
- Reporting is accomplished through a flexible criteria based tool that generates reports for any date range, term, or set of conditions.

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Campus Incident

Populate Lookup Tables

Prior to creating a Campus Incident, it will be necessary to populate one reference table and three glossary tables in the CAMS Manager module:

Incident Type reference table – Types of incidents that may occur on your campus

Incident Referral glossary table – Persons who reported the incident

Involvement Type glossary table – Type of involvement such as Complainant, Subject, or Victim

Sanction Type glossary table – Can be used as action taken such as Apology, Community Service, Fines, etc.

Crime Category glossary table – Can be associated with an Incident Type and used as selection criteria in reports.



Step-By-Step: Create Campus Incident Types

1. Click **CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables >Incident Type**. Existing values appear in the lower data grid.
2. Right-click in the data grid to access the detail entry form or double-click an existing entry to modify.
3. Enter an **Incident Type** (required).
4. Place a checkmark in the **Active** checkbox. Incident Types that are not marked active will not display in the drop-down.

The screenshot shows a form with the following fields:

- Incident Type:** A text input field containing "Armed Robbery".
- Active:** A checked checkbox.
- Incident Description:** A text input field containing "Armed Robbery".
- Crime Category:** A dropdown menu with "Robbery" selected.

Figure 1: Campus Incident Type window

5. Enter an **Incident Description**.
6. Select a **Crime Category** associated with this Incident Type. Crime Category may be used as criteria in Campus Incident BYOR reports.
7. Click **Add** (or **Update**) to save the record or **Cancel** to exit without saving.
8. Repeat these steps for each Incident Type you wish to add.

Department Security

Security is controlled by the **Departments** tab in **CAMS Manager >User Administration**. A user will only be able to create or view incidents that are associated to the Department to which they belong. See the CAMS Manager document for information on how to apply Departments to a user.

Search for Campus Incidents

Campus Incidents may be searched by Incident or by Person. In order to create a new incident or modify an existing incident, you must first search by Incident. When locating incidents by Person, you can search by Students, Contacts, Faculty, or Donors in order to modify existing involvement entries.



Step-By-Step: Search for Campus Incident by Incident

1. Click **Housing >Campus Incident**. The Campus Incident window opens.
2. Select **Search By: Incident**. Selection criteria used to filter incidents then displays.

Figure 2: Campus Incident Criteria Search Window

3. Once desired criteria have been selected, click the **Find** button. The Incident List tab displays with the search results.

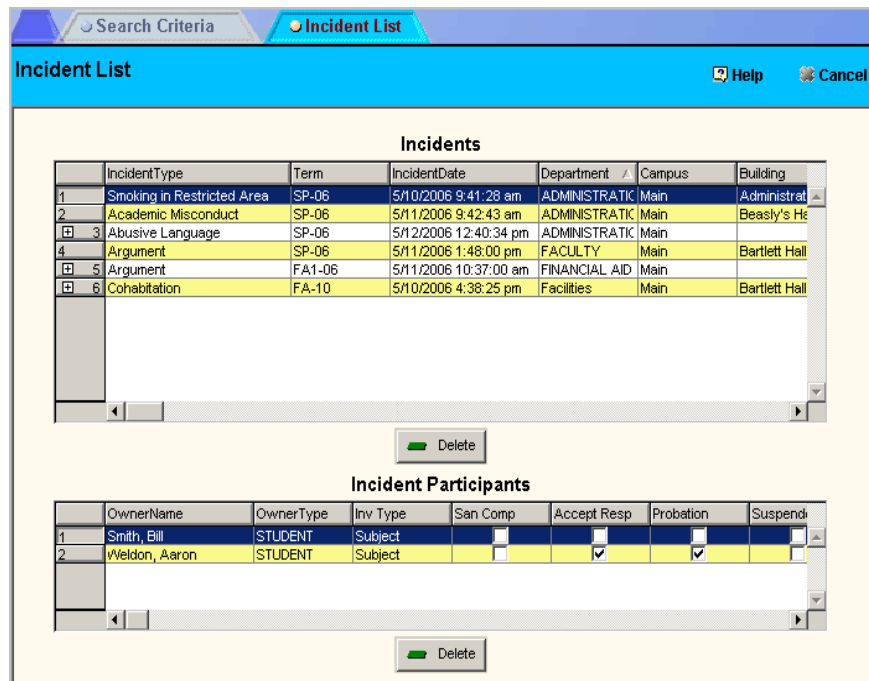


Figure 3: Incident List window

- From this window, right-click in the upper data grid to add a new Incident, highlight an incident then right-click in the lower data grid to add an Incident Participant to that incident, or double-click an existing entry to modify.



Step-By-Step: Create a New Campus Incident

- After searching for a Campus Incident by Incident, right-click in the upper data grid to open a new **Add Incident** detail window.

Figure 4: Add Incident detail window

2. Enter **Term**, **Incident Date**, **Incident Time**, and **Department** (required fields). Incident Date will auto-populate with the current date which may be changed by typing over the existing date or select from the calendar. The Department list will only display departments to which the user belongs as set in CAMS Manager >User Administration >Departments tab.
3. Select a **Referral** and enter the **Name** of the referral if desired.
4. Right-click in the **Incident Type** data grid to display the Incident Type selection list. Select an **Incident Type** (required) from the list and click **Add**. Repeat this process to add as many Incident Types as necessary.

Figure 5: Incident Type drop-down

5. Check the box next to **Personal Injury** or **Property Damage**, if applicable. Checking either of these will make the corresponding fields available when associating an individual with this incident.
6. Click **Add** (or **Update** if modifying an existing Incident) to save the entry or **Cancel** to exit without saving.



Note: After creating a new Incident, the Incident List window displays only the newly created incident so that you may associate individuals with the incident.



Step-By-Step: Add Incident Participants

1. After creating a new incident, or after searching for an incident, highlight an incident in the data grid.
2. Right-click in the **Incident Participants** data grid. The **Add Involvement** detail window opens.

Figure 6: Add Involvement detail window.

3. In the **Incident** area, select Students, Contacts, Faculty, or Donors and choose an individual to associate with this incident using the search icon and selection filters.
4. In the **Involvement** area, choose an **Involvement Type** from the drop-down (required). Enter disciplinary points in the **Points Given** field, **Fine Due Date**, **Fine Date Paid**, and **Fine Amount** as necessary. Note that you will only be able to make entries for the **Injury** or **Damage** fields if Personal Injury or Property Damage were checked in the Incident Detail window.
5. If an individual has been assigned community service, enter the **Number of Hours**, location or person **Assigned To**, **Due Date**, and **Completion Date** in the **Community Service** area.
6. If applicable, place a check next to **Probation**, then enter the **Start Date** and **End Date** of the probation.
7. If a **Sanction Type** has been assigned, enter the **End Date** and place a check next to **Sanction Complete** after that date.

8. Enter any notes that apply to the Sanction in the **Sanction Notes** field.
9. Indicate the individual was suspended by placing a check next to **Suspended**.
10. Place a check next to **Incident Expired** to remove any disciplinary points assigned with this involvement.
11. Click **Add** to save the new record or **Cancel** to exit without saving.
12. Repeat these steps to add as many participants to the incident as necessary.



Step-By-Step: Search for Campus Incident by Person

1. Click **Housing >Campus Incident**. The Campus Incident window opens.
2. Select **Search By: Person** and then choose Students, Contacts, Faculty, or Donors.

	OwnerType	IncidentType	InvolvementT	SanctionsCor	AcceptedRes	Probation	Suspend
1	STUDENT	Abusive Language	Subject	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	STUDENT	Smoking in Restricted Ar	Subject	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total Points: 7

Figure 7: Campus Incident window

3. Click the **Search** icon to select a record for the System ID / Name.
4. After selecting the record you wish to use, click the **Load** button to display the incidents that the person is associated with in the data grid. Total sanction points assigned to this person are displayed beneath the grid.
5. Double-click a record to display or modify.

Campus Incident BYOR

Generating Campus Incident Reports

In the Campus Incident BYOR, specific criteria is selected that will narrow the group of students for which you are reporting.



Step-By-Step: Generate Campus Incident Reports

1. Click **Housing >Report >Campus Incident BYOR**. The Campus Incident BYOR criteria selection window opens.
2. Establish a set of report criteria by selecting appropriate criteria in either of the two criteria tabs of this window.

Figure 8: Campus Incident BYOR Criteria Selection

3. Click the **Report** tab and select the desired report format and then click **Print**. The displayed result will vary depending on the report format chosen. Use the **Reset** button to clear all values and select new criteria.

The following report formats are available:

Incident List – Lists incidents, individuals associated with the incident, date, department, campus, building, and whether the student is on probation or suspended.

Involvement List – Same as Incident List with Involvement Type included.

Campus Incident Details by Name – Displays all incidents listed by involvement participant name. Includes any fines, disciplinary points, dates, and notes.

Campus Incident Involvement Details by Name – Same as Campus Incident Details by Name with Involvement Type included.

Reports will display information for incidents associated with Departments to which a user is a member as set in CAMS Manager.

List by Incident Type – Displays individuals, type (student, faculty, donor, or contact), incident date, campus, building, injury, fine due date, probation, and fine amount listed by incident type.

List by Involvement Type – Same as List by Incident Type with Involvement Type included.

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