University of Houston Campus Recreation

Incident Report

| REPORT DATA | Date: | | Time of Incident: | am / pm |
|--|--|--|--|---|
| INDIVIDUALS INV | OLVED Name: | | ☐ Female ☐ Male | Age: |
| ID: | Phone | Address: | | |
| Email: | | | | |
| | Student Faculty Staff Group | ☐ Public ☐ Guest (include s Name of Sponsor: | sponsor information below) | ☐ Other ID: |
| INDIVIDUALS INV | OLVED Name: | | ☐ Female ☐ Male | Age: |
| ID: | Phone | Address: | | |
| Email: | | | | |
| Classification: | Student Faculty Staff Group | ☐ Public ☐ Guest (include s Name of Sponsor: | sponsor information below) | ☐ Other ID: |
| | ATIONS THAT APPLY | | | |
| □ Policy/rule infractio □ ID violation* □ Violated suspension *Attach photocopy of it | ☐ Damaged facility ■ Ignored request of staff | ☐ Harassment ☐ Verbal threats ☐ Other: | Campus Police <u>must</u> be notified for any of the following infractions | Theft |
| UHPD CALLED? | ☐ Yes ☐ No If | yes, complete the information below. | | |
| Badge #(s): | ng Officer(s): | | □ Patron left with UHP□ Patron left voluntaril | у |
| LOCATION OF INC | CIDENT | | | |
| ☐ Cubbie Corner | □ MAC □ Center Court # □ Main Court # □ Racquetball/Squash Court # | □ Natatorium □ Leisure Pool □ Family Changing Room □ Locker Rooms | ☐ Fitness Zone ☐ Jogging Track ☐ MP Room # ☐ Martial Arts Room | ☐ CRWC Fields & Track☐ IM Fields # ☐ Other: |
| PROGRAM AREA | OF PARTICIPATION – Include | Specific Activity in Space Provided | | |
| ☐ Aquatics ☐ Outdoor Adventure ☐ Fitness and Aerobic | | tramural Sports orts Clubs entals | ☐ Child Care ☐ Open Recreatio☐ Other: ☐ | n |
| Please describe the | incident in as much detail as pos | sible: | | |
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-Please attach, sign, and date additional pages if more space is necessary to describe the incident-

| WITNESS 1 | | |
|--|--|--|
| | Address | |
| Printed Name | | Phone |
| 1 rinieu ivame | | |
| | _ | |
| Signature | ID #: | Email |
| Relation to Patron: ☐ Friend ☐ Roommate ☐ No previous relation | ☐ Spouse/Partner ☐ Family Member ☐ Other: | Campus Recreation staff: ☐ Yes ☐ No ☐ Former staff |
| Account of What Happened: | | |
| | | |
| | | |
| | | |
| | | _ |
| | | |
| WITNESS 2 | | |
| | Address | |
| Printed Name | | Phone |
| | | _ |
| Signature | ID #: | Email |
| | ☐ ID #: Family Member | Campus Recreation staff: Yes No |
| □ No previous relation | Other: | ☐ Former staff |
| Account of What Happened: | | |
| Account of what Happenea. | | |
| | | |
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| | | |
| Staff Involved: | Position Title: | Date: |
| Staff Involved: | | |
| Staff Involved: | Position Title: | |
| | Position Title: Position Title: | Date: |
| Staff Involved:Staff Completing Report: | Position Title: Position Title: | Date: |
| Staff Involved:Staff Completing Report: | Position Title: Position Title: | Date: |
| Staff Involved:Staff Completing Report:Phone:FOLLOW UP INFORMATION | Position Title: Position Title: Email Address: | |
| Staff Involved: Staff Completing Report: Phone: FOLLOW UP INFORMATION Conducted by: | Position Title: Position Title: Email Address: Position Title: | |
| Staff Involved:Staff Completing Report:Phone:FOLLOW UP INFORMATION | Position Title: Position Title: Email Address: | |
| Staff Involved: Staff Completing Report: Phone: FOLLOW UP INFORMATION Conducted by: Video Review of Incident | Position Title: Position Title: Email Address: Position Title: Mailed Letter of Notification | |
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| Staff Involved: Staff Completing Report: Phone: Phone: FOLLOW UP INFORMATION Conducted by: Video Review of Incident Follow-Up Comments: | Position Title: Position Title: Email Address: Position Title: Nailed Letter of Notification | |
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| Staff Involved: Staff Completing Report: Phone: Phone: FOLLOW UP INFORMATION Conducted by: Video Review of Incident Follow-Up Comments: Further Action Taken: | Position Title: Position Title: Email Address: Position Title: Nailed Letter of Notification | |
| Staff Involved: Staff Completing Report: Phone: Phone: FOLLOW UP INFORMATION Conducted by: Video Review of Incident Follow-Up Comments: | Position Title: Position Title: Email Address: Position Title: Nailed Letter of Notification | |