

## Protocol for referring cases to EOO

Last Updated: 04/03/2018

- Utilize email template in **Appendix I** when reporting an incident to EOO
  - Consult with the Senior Coordinator for Student Conduct to determine appropriate Hearing Officer
    - If the appropriate Hearing Officer is a housing staff member:
      - Area Coordinator edits the “Incident Type” to FYI-EOO in Advocate
        - Follow *FYI Information Only Cases Protocol* for closing the case as FYI - EOO
          - In comment box, include:
            - Date case was referred to EOO
            - Date EOO confirmed receipt of email
            - Select “Incident Complete”
            - Click on the “Submit” button
  - If EOO determines case is not a violation of the NDAH policy and sends back for conduct review please forward to OSC:
    - The Hearing Officer/Manager who receives the email from EOO will forward the EOO response to the Senior Coordinator for Student Conduct, who will notify the Director and Associate Director for Student Conduct
    - If conduct/housing charges are not necessary, the case will remain closed in Advocate and updated by the hearing officer assigned:
      - Search for the case in Advocate and reopen
        - In the comment box, add
          - Date EOO sent back for conduct review
          - Date determined that case was not a conduct matter
        - Select “Incident complete”
        - Click on the “Submit” button
      - If conduct/housing charges are necessary, reopen case
        - FYI-EOO designation removed – change to Conduct or Housing violation
        - Process case per *Receiving Report Protocol*
- If the housing conduct officer does not receive follow-up on the incident, the case will remain closed
- The Senior Coordinator for Student Conduct will notify the Area or Senior Coordinator if the case is reopened and being heard by the Office of Student Conduct

### Appendix I Email Template

Dear [Insert name of EOO staff you are emailing],

Below you will find information about an incident that happened within University Housing that I am submitting to you as a possible violation of the UGA NDAH policy. I have copied Chris O'dea from the Office of Student Conduct on this email. Please let me know if you have any questions or need any clarification on the information provided.

Given the potential NDAH violation, we will not proceed with any possible conduct violations unless you notify us that the actions are not subject to the NDAH Policy or recommend that the conduct be addressed outside of your office.

Incident Information:

[time, date, location]

[student(s) name(s)– include students that were present at the incident, that the student mentioned, or that housing staff members talked to through the incident]

[Advocate incident number]

[Advocate incident narrative]

[Additional relevant information not included in narrative – e.g. how was housing notified of the situation? did the student ask to remain confidential?, etc.]

[Names, phone numbers, and email addresses of additional staff involved (RA/CA, GR, RHD, etc)]

Thank you,

[your name]