

# Protocol for Receiving a Report (Case Manager)

Last Updated: 04/03/2018

## Step One: Review Report

- Read through the report in its entirety at least once
- Review the report again, this time looking for potential violations of the Code of Conduct
- Determine appropriate alleged regulation violations
- NOTE: do not hesitate to consult with the Senior Coordinator for Student Conduct if the report is ambiguous or there is some uncertainty as to which regulations may have
- NOTE: if there is a police report referenced, you will need to wait before moving to step two and three until the police report has been received and/or you consult with the Senior Coordinator for Student Conduct
  - If there is a police report referenced – edit the incident and change the incident type to “pending police report”

## Step Two: Process Incident in Advocate (see Appendix I for instructions)

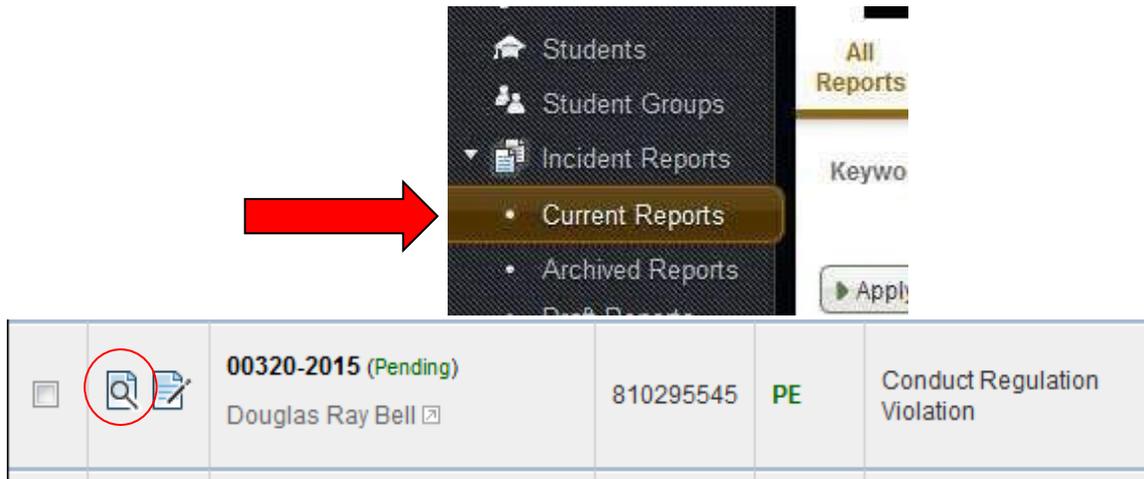
- If multiple people in the same report are alleged to have violated the Code of Conduct, process incidents for each individual and complete step 3 for each individual. For any individuals listed as involved who appear to not be involved and should have been listed as a witness, follow FYI protocol for that child case.

## Step Three: Create and Email Notice to Appear Letter

- Create the Notice to Appear letter in Advocate (**see Appendix II for instructions**)
- Email the Notice to Appear letter to the student from Advocate(**see Appendix II for instructions**)
- After the email arrives in your inbox
  - Email the Administrative Assistant to notify them of the due date for the student to schedule the initial meeting and of the hearing officer.
  - Notify the hearing officer

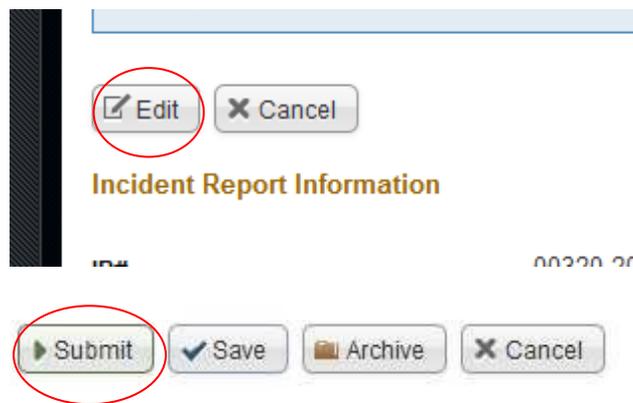
## Appendix I: Editing incident report in Advocate

Under the “Current Reports”, search for the student(s) incident report. Click on the magnifying glass to review the incident report.



**NOTE:** Click “Edit” to update any information within the incident report. Once the information is updated click “Submit”.

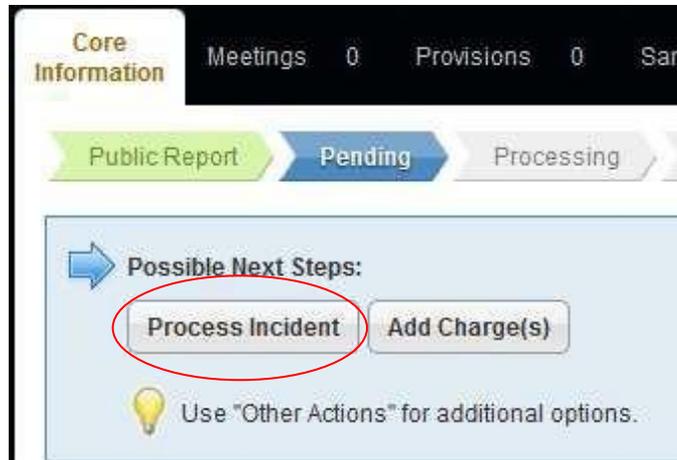
- Editing may only include switching the type of incident report from RA-CA Report to Conduct Violation



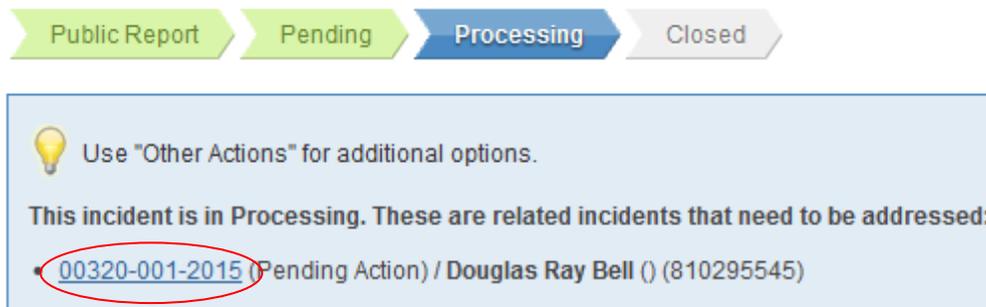
Click on the magnifying glass to in order to begin processing the incident.



Click “Process Incident” when moving forward with an incident report involving one student.  
**NOTE:** If the case includes multiple students, click “Process Incident” to separate the cases into individual child cases. Then, individually click on each child case to add charges and send the Notice to Appear letter.



Click on the case number hyperlink to move forward with the case.



Under next possible next steps, click on “Add Charge(s)”.



Select the appropriate alleged violations. Once selected, a hyperlink of the regulation violation will appear in the charges box. *NOTE: Make sure you are selecting the conduct regulations from the current code year.*

**Charges**

[select] clear

2015-2016 Conduct Regulations/4: Alcohol & Other Drug Related Misconduct/4.1 Use or possession of alcoholic beverages

Select the alcohol incident level, click “Yes or No” regarding if the student was arrested and click “Submit”.

- NOTE: If the student received a citation for alcohol, click yes for arrested

**Incident Level**

**Arrested\***  Yes  No

## Appendix II: Creating the Notice to Appear

From the “Core Information” tab from the student’s incident report, click on “Request Meeting”.

 **Possible Next Steps:**

 Use "Other Actions" for additional options.

Within the "Meeting Type" drop-down, select "Initial Meeting".

**Meeting Information**

Meeting Type\*

Alleged Information \*

- Initial Meeting
- Informal Resolution
- Formal Resolution
- Responsible Action Protocol
- Residential Policy Review
- Appeal
- Community Standards Board

Enter the deadline for the student to schedule initial meeting for 5 business days from current date.

Schedule Meeting Deadline\*

Meeting Location\*

Hearing Officer(s)

Douglas Bell

? **May 2015** x

« < Today > »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

In the "Alleged Information" space provided type the alleged information regarding incident.

**Alleged Information \***

The reported information surrounding the alleged violation(

It is alleged that you....

Enter appropriate location for "Hearing Location" and double check to ensure the correct person is listed as "Hearing Officer".

**Meeting Location\***

OSC  
OSC

**Hearing Officer(s)**

[select] ▼  
X Douglas Bell

Click "Save & Create Letter".

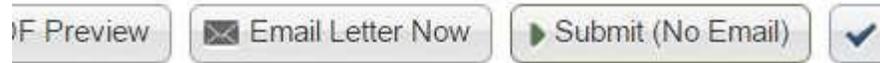
Submit Save & Create Letter Save

Under the "Letter Template" drop-down list select "Notice to Appear"

**Notification Letter**

Letter Template Incident Report Meeting Request Notification ▼  
CSB Notice To Appear  
Hold (No Appointment)  
Subject Incident Report Meeting Request Notification  
Notice to Appear

Click "Submit No Email" to Save the letter and have the ability to edit it.



Click on the Letters tab at the top of the screen and then click on the edit button to edit the letter.

- Review the letter to ensure that the information is correct:
  - Double check the charges and Code of Conduct year
  - Edit the staff phone number in the last paragraph if necessary
  - Change the staff name, title, and information in the signature line if necessary to match the hearing officer information

1785  
**The University of Georgia**<sup>®</sup>

**Division of Student Affairs**  
*Office of Student Conduct*

June 12, 2015

*Via Electronic Transmission:* dbell1@uga.edu

Douglas Ray Bell

**Re:** 00326-001-2015

Dear Douglas:

We have received information that you may have been involved in a violation of University Conduct Regulations as outlined in the Code of Conduct. The report dated June 01, 2015 indicates your alleged participation in the following violation(s):

**2016.CR. 4.1 - Use or possession of alcoholic beverages except as permitted by law and University Alcohol and Other Drug Policies.**

**The reported information surrounding the alleged violation(s) include, but are not limited to:**

It is alleged that you....

University Conduct Regulations can be found in the Code of Conduct. The Code of Conduct is available online at <http://www.conduct.uga.edu> and outlines the entire conduct process including students' rights and responsibilities, University Conduct Regulations, the options available for the resolution of conduct charges, and the appeals process. You may also pick-up a hard copy of

Click "Email Letter Now" to send Notice to Appear

Online Preview

Print PDF Preview

✉ Email Letter Now