

Waiting for a Police Report Protocol

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Housing case managers may receive reports that reference a police report number. These cases require the police report to be uploaded into Advocate and consultation between the Senior Coordinator for Student Conduct and the Case Manager before determination of alleged conduct regulation violations.

Step One: Review Advocate Report

- Read through the main incident information in its entirety at least once looking for police involvement
- If police officers are mentioned in the “incident narrative,” check the bottom of the main incident information page to see if a police report number is given (Proceed to step two whether or not a police report number is indicated by staff)
- Edit the incident and change the parent case incident type to “Pending Police Report”

Step Two: Police Report Uploaded to Advocate

- Once the Senior Coordinator for Student Conduct (OSC) receives the police report they will contact the case manager. If the Case Manager receives the report before the Senior Coordinator for Student Conduct, they should send an email with the report attached:
 - The Case Manager should indicate that the police report has been uploaded to the documents section of the parent case in Advocate;
 - The Case Manager and the Senior Coordinator for OSC will consult on how to proceed;
 - Options for resolution include, but are not limited to:
 - Case is forwarded to OSC
 - FYI
 - Housing Community Guide Violation
 - Conduct Regulation Violation

If there is no police report or the case needs to be resolved without one, the Senior Coordinator for Student Conduct (OSC) will contact the Case Manager and consult about the options described above for resolution