MyConduct – Residence Hall Staff Guide

Instructions for reporting incidents in residence halls/apartments

(last updated Summer 2013)

- Incidents should be logged into the My Conduct web portal within six hours of an incident
- Use brief factual information in your report
- Avoid using personal opinion
- Write the report in third person
- Don't be afraid to use lists, timelines, or outlines in the narrative section
- Pay attention to detail and take your time!

My Conduct is found at: http://cocoweb.buad.bloomu.edu/myCoCo

STEP ONE: Login

MyConduct @ Bloomsburg University

Logout

Please Login

Username: _____

Password: _____ [Login]

Note: Do not use your browser's Back and Forward buttons to navigate through this system. Use the navigation buttons that will be provided on the left side.

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Username: Enter your username (e.g. Columbia Hall CA, Elwell Grad Director, etc.)

Password: Enter your password (default passwords will be issued to GHDs who will give it to each CA)

Passwords will be changed if a CA decides to leave the job

STEP TWO: Students Involved

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Logout

Search for students involved in this incident:
Enter the search criteria for a student below. If there is an exact match to your criteria, the student will be automatically added to the list. If more than one student matches your criteria, you will be given a list to choose from.

ADDRESS1	
CITY	
EMPLID	
FIRST_NAME	
LAST_NAME	
MIDDLE_NAME	
POSTAL	
STATE	
STRM	

You should be able to find the student by using the first and last name, but if you have a BUID number, that's even better.

Find/Add Student >>

Instead of entering 000001 to get an Unknown Person, click this tab.

Add Unknown Student

Students Involved:
(No Students Have Been Selected)

- This section is a database of all students at the University. You will need to type in a student's name and then select them from a list that the database generates.
- If you enter a name and there is more than one student with the same name another screen will pop up (See next page)
- Please note that a victim or witness does not go in the students involved section! HOWEVER, students with medical or mental health incidents would be entered in this section.

STEP TWO: Student Involved Continued…

When this screen pops up, check BUID numbers and select the student applicable to the report.

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Logout

You search criteria yielded multiple matches.
Select the desired student…

Allyssa Smith (223720)
Allean Smith (267679)

Use the BUID to verify the correct student. If you see their name twice, then they are most likely a grad student now and you can still see their undergraduate status; select one and The Dean of Students Office will double check it.

Continue…

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STEP THREE: General Information
(Review this information carefully before moving on; if you have to come back to this screen all the information may be gone!)

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Logout

Steps Completed

Step 1: Individuals Involved

IMPORTANT: Be sure to click the "Save Data & Continue" button everytime data is changed or entered.

Date/Time of Incident: 6/19/2013   10:15pm
Reported By: CA
Person Completing Report: James Halpert
Incident Type: Non-Academic (Hall/Apt)
Brief Description: Alcohol in room

985   Characters Left

Building: Elwell
Room/Nearest Room: 212
Location Category: *On Campus
Description of Location:

255   Characters Left

Arrests were made: No

Save Data and Continue

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Location Category: ALWAYS "on campus" for situations that CAs will be reporting

Date/Time: The day you access My Conduct on the web will already be listed at the incident date. If this is not correct, change it.

Time: Get as close as to the time of the incident as you can.

Reported By: Use drop-down to find correct title (CA)

Person Completing Report: Full name

Incident Type: For CAs, always either Non-Academic Hall/Apt or Non-Academic On-Campus.

Brief Description: Think of this as the headline of what happened.

STEP THREE: Agencies, Violations, and Witnesses

Agencies Involved: Select agencies that were involved in responding to this incident (hold Ctrl key to select multiple). The most common agency a CA will select is BUPD. Second most common will be Bloomsburg Hospital (be sure they are going to the hospital and not the Sober Room).

STEP THREE: Agencies, Violations, and Witnesses

Select the violations for this incident:
Use the CTRL or SHIFT key along with your mouse to make multiple selections.
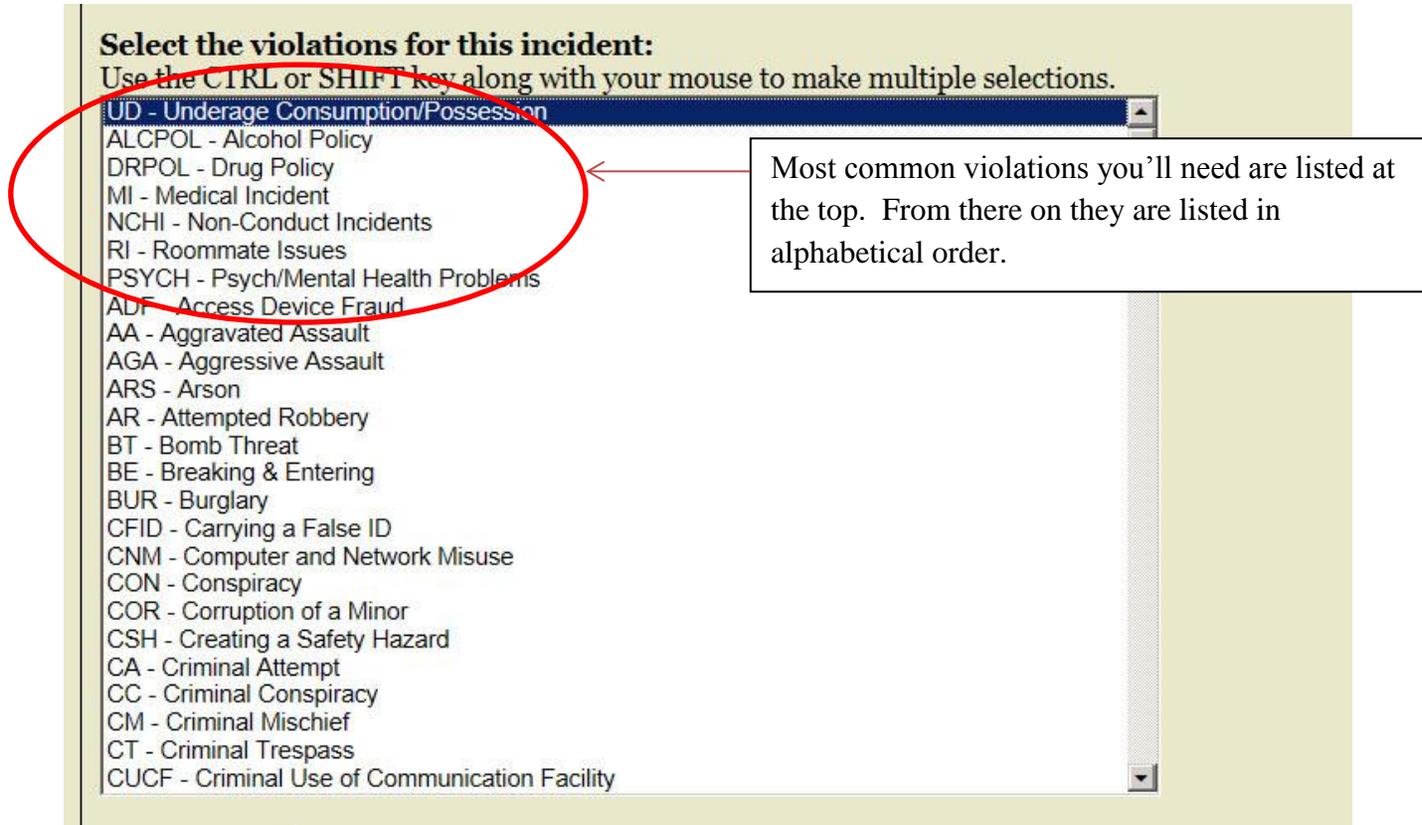
UD - Underage Consumption/Possession
ALCPOL - Alcohol Policy
DRPOL - Drug Policy
MI - Medical Incident
NCHI - Non-Conduct Incidents
RI - Roommate Issues
PSYCH - Psych/Mental Health Problems
ADF - Access Device Fraud
AA - Aggravated Assault
AGA - Aggressive Assault
ARS - Arson
AR - Attempted Robbery
BT - Bomb Threat
BE - Breaking & Entering
BUR - Burglary
CFID - Carrying a False ID
CNM - Computer and Network Misuse
CON - Conspiracy
COR - Corruption of a Minor
CSH - Creating a Safety Hazard
CA - Criminal Attempt
CC - Criminal Conspiracy
CM - Criminal Mischief
CT - Criminal Trespass
CUCF - Criminal Use of Communication Facility

Most common violations you'll need are listed at the top. From there on they are listed in alphabetical order.

Violations of this Incident: Please select only factual violations, not what you feel a student should be charged with. Use common sense to determine what best describes the violation. If BUPD issue a citation, find out what the citation was (Underage Consumption/Possession, Disorderly Conduct, Harassment, etc.)

It's common for alleged alcohol violations and drug violations to occur without a citation being issued. If that's the case, select "Alcohol Policy" or "Drug Policy". These are general violations without citations issued. If it needs to be corrected, The Dean of Students Office will be able to do so.

Hold Ctrl key to select multiple.

STEP THREE: Agencies, Violations, and Witnesses

Enter Any Witnesses:

First Name	Last Name	Phone Number	Email	Comments
Danial	Haverstock			

> When you've reviewed all the information you've entered, Save and Continue.

[Save Data and Continue]

Witnesses: A witness is defined as someone that has NOT been cited or directly involved in a violation. It may be someone who contacted you about the incident or was in the hall watching what happened. This will not include non-students or other Residence Life staff that responded to the incident (although they should be mentioned in your narrative!)

STEP FOUR: Details and Narrative

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Logout

Steps Completed

Step 1: Individuals Involved

Step 2: Basic Information

Step 3: Violations, Witnesses, & Agencies

IMPORTANT: Be sure to click the "Save Data & Continue" button everytime data is changed or entered.

Please enter any relevant incident details:
Fields in red are required.

Date Entered	06/19/2013
Cited?	Yes
Transported to Hospital	No
Detox Room	Yes
Arrested	No
Jail?	No

Enter the narrative of the incident here:

At 10:15pm June 19, 2013 CA James Halpert saw resident Luke Betley having difficult walking to his room, Elwell 212. CA Halpert called GHD on call and BUPD. BUPD arrived in ten minutes and approached Elwell 212. Betley opened the door and BUPD entered. His roommate, Dan Haverstock was present in the room.

BUPD breathalyzed Betley and he registered a .223. BUPD issued Betley a citation for underage possession/consumption and taken to the Sober Room. No alcohol was present in the room.

3005   Characters Left

Check Spelling

Save Data and Continue

Date Entered: Type as a two digit month, two digit day, four digit year (xx/xx/xxxx). Example: an incident that occurred on April 9, 2013 would be typed: 04/09/2013

Details: Be sure whether or not the student is being transported to the hospital or the Detox Room. Anytime a student is taken to the Detox Room or the hospital (for alcohol reasons) there will be a citation; however, not everytime there is a citation will a student be taken to the Detox Room or the hospital.

Narrative: Any lengthy narrative should be typed in Word and then pasted into My Conduct.

Use facts and avoid personal opinion. Write in third person. It's okay to use timelines and/or lists. Proofread. If it confuses you, it will confuse other readers.

EVERY incident needs the time, date, and location in the narrative. EVERY INCIDENT.

If you know the student's BUID number, put it in parenthesis after the student's name.

HEY LOOK! You can check spelling!

STEP FIVE: Review & Submit

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	Logout

Steps Completed

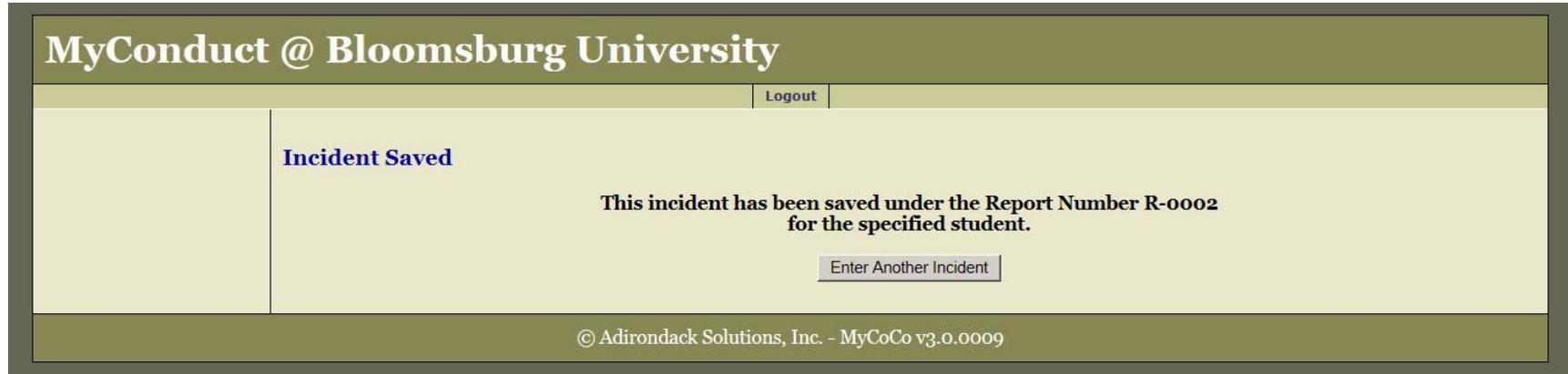Use these links to go back to any information that is incorrect.

Step 1: Individuals Involved

Step 2: Basic Information

Step 3: Violations, Witnesses, & Agencies

Step 4: Narrative & Other Details

Step 5: Review & Submit

IMPORTANT: Be sure to click the "Save Data & Continue" button everytime data is changed or entered.

Date/Time of Incident:	6/19/2013 10:15 PM
Short Description:	Alcohol in room
Students Involved:	Luke Betley (203035)
Violations:	UD - Underage Consumption/Possession
Incident Type:	Non-Academic (Hall/Apt)
Reported By:	CA
Person Completing Report:	James Halpert
Building:	Elwell
Room:	212
Location Category:	*On Campus
Location Description:	
Arrests Made?	No
Agencies Involved:	BUPD
Date Entered:	06/19/2013
Cited?:	Yes
Transported to Hospital:	No
Detox Room:	Yes
Arrested:	No
Jail?:	No
Witnesses:	Danial Haverstock
Narrative:	To view/edit narrative, click on Step 4 on the left navigation bar.

Submit This Incident Report

This is your final opportunity to review all the information before submitting it. If something needs to be edited, use the options under "Steps Completed" to go back to that section. If something is wrong, fix it. It is your responsibility to submit the most accurate information possible for the judicial process to be its most effective.

STEP FIVE: Review & Submit

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Logout

Incident Saved

This incident has been saved under the Report Number R-0002
for the specified student.

Enter Another Incident

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This is the page you will see when your report has been saved/completed properly.

Please contact the Dean of Students Office if you encounter any problems or errors.

Anthony Beard   Jennifer Raup
Assistant Dean of Students   Associate Dean of Students
abeard@bloomu.edu   jraup@bloomu.edu

- Selecting an "underage consumption/possession" for a violation that should only be a violation of the "alcohol policy." For example: a student might not receive an underage from police but may be in possession of alcohol on campus, so because they were not cited but had alcohol on campus, they would be in violation of the alcohol policy.

- Misusing unknown persons
  - Unknown persons are for one of the following two reasons:
    - When you do not know the individual who violated the Code of Conduct (example: graffiti on the bathroom wall)
    - When the incident was a non-student who <u>does not</u> have someone who hosted him or her on campus (if there is a BU student who hosted the non-student, the BU student should be chosen as the student involved, and the violation selected should be "Visitation", with other possible violations depending on the incident)

- Listing people as witnesses who weren't witnesses
  - A witness is someone that has not been cited and is not directly involved in the violation (example: someone who tells you they saw someone vomiting in the bathroom)
  - Do not try to list non-students or fellow staff members who reported to the incident as witnesses (mention them in your narrative, though!)

- Poorly written narratives
  - Every narrative should include the time, date, and location. It does not matter that it was already entered in the General Information section; it needs to be in the narrative as well.
  - Confusing to read (proofread!)
  - Write in the third person
  - Do not omit important details (cited/not cited, who all was present, how much alcohol there was, etc.)