

MyConduct – Residence Hall Staff Guide

Instructions for reporting incidents in residence halls/apartments

- 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 details and take your time

My Conduct is found at: <https://housingweb.bloomu.edu/MyConduct/Default.cfm>

STEP ONE: Login

MyConduct Update My Information Logout

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.

Information

Use this screen to enter your login information. If you do not have a login, please see the system administrator.

© Adirondack Solutions, Inc. - MyConduct v4.0.0006

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

Password: Enter your password

STEP TWO: Students Involved

Steps Completed

(none)

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

Search for students involved in this incident

Role in Incident:

ADDRESS1

CITY

EMPLID

FIRST_NAME

LAST_NAME

MIDDLE_NAME

POSTAL

STATE

STRM

Find/Add Student >>

Add Unknown Student

As Role of:

Information

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 from which to choose. You may also add an unknown student by clicking the button.

You will not need to enter anything into the "Role in Incident" section.

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

Updated 8/8/17 Botts (U:\Student Standards\Botts\Residence Life\MyConduct Guide.docx)

- 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.
- PLEASE NOTE: Victims and witnesses do not go in the students involved section. HOWEVER, students with medical or mental health incidents are entered in the students involved section.
- If there was an unknown student involved, click [Add Unknown Student] to add them. Again, you will not need to enter anything into the “As Role of” section.

STEP TWO: Students Involved Continued

When this screen pops up, check the BUID numbers and select the applicable student for the incident.

If you see the same name twice, they are most likely a graduate student now and you can still see their undergraduate status; select one and the Dean of Students Office will double check it.

Once you have added all the students involved in the incident, click [Save Data and Continue]

STEP THREE: General Information

Review this information carefully before moving on; if you have to come back to this screen, the information may be gone.

Date/Time of Incident: This will already have the current date and time in it. You have to change this to the date and time of the incident.

Reported By: Use the drop-down to find the correct title (e.g. CA or GHD).

Person Completing Report: Put your full name.

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

Brief Description: Think of this as a newspaper headline. 10 words or less.

Building: Use drop-down to select the building.

Room/Nearest Room: Add the room number.

Location Category: ALWAYS "On Campus" for situations that CAs will be reporting.

Description of Location: Add any information about the specific location of the incident (e.g. left side of the room, near the window, etc.).

Arrests were Made: If the police arrest anyone, click Yes.

STEP FOUR: Agencies

The screenshot displays the 'Agencies' step of a reporting process. On the left, a sidebar shows 'Steps Completed' with 'Step 1: Individuals Involved' and 'Step 2: Basic Information' (40% complete). Below this is an important note: 'IMPORTANT: Be sure to click the "Save Data & Continue" button everytime data is changed or entered.' The main area is titled 'Agencies' and contains the instruction 'Select the agencies involved in this incident (if any):'. A list of agencies follows, each with a checkbox: BUPD, Bloomsburg Hospital, CMSU - Tapline, Bloomsburg Town Police, PA State Police, Liquor Control, Scott Twp Police, Hemlock Twp Police, Columbia Co. Jail, Code Enforcement (Bloomsburg), Columbia County Communications, Berwick Police, Conyngham Twp Police, Briar Creek Twp Police, Catawissa Police, Locust Twp Police, Madison Twp. Police, Mahoning Twp. Police, Millersville Borough Police, Milville Police, Montour Twp Police, Bloomsburg Fire Company, Coal Township Police, Danville Borough Police, Kulpmont Borough Police, Mt. Carmel Police, Shamokin Police, South Centre Twp Police, Northampton Twp. Police, Northumberland Boro Police, and New Jersey State Police. On the right, an 'Information' box states: 'Select the agencies and violation involved (can be multiple), and enter up to 5 witnesses.'

Select the agencies that were involved in the incident, if any. The most common agencies are at the top.

STEP FOUR: Violations

 Violations

Select the violations for this incident:

- UD - Underage Consumption/Possession
- ALCPOL - Alcohol Policy
- DRPOL - Drug Policy
- MI - Medical Incident
- NCHI - Non-Conduct Incidents
- RI - Roommate Issues
- 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
- DT - Defiant Trespass
- DC - Disorderly Conduct
- DSAM - Distribute Small Amt of Marijuana/Not for Sale
- DISCR - Discrimination
- DISCP - Dissemination of Child Pornography
- DP - Disturbing the Peace
- FC - Failure to Comply
- FRA - False Reports to Authorities
- F - Fight
- FS - Fire Safety
- FW - Firearms/Weapons
- CARRY - Firearm Carried w/o License

Select only factual violations, not what you feel a student should be charged with. Use common sense to determine what best describes the violation. The most common violations are at the top.

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

STEP FOUR: Witnesses

 Witnesses

Witness 1:
First Name:
Last Name:
Phone Number:
Email:
Comments:

Witness 2:
First Name:
Last Name:
Phone Number:
Email:
Comments:

Witness 3:
First Name:
Last Name:
Phone Number:
Email:
Comments:

Witness 4:
First Name:
Last Name:
Phone Number:
Email:

A witness is defined as someone who 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 Residence Life staff who reported to the incident (although they should be mentioned in your narrative).

STEP FIVE: Details and Narrative

Steps Completed

- Step 1: Individuals Involved
- Step 2: Basic Information
- Step 3: Violations, Witnesses, & Agencies

60%

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

Incident Details

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

Date Entered: Today's Date

Cited? No Yes

Transported to Hospital No Yes

Detox Room No Yes

Arrested No Yes

Jail? No Yes

Title IX Report No Yes

Incident Narrative

Enter the narrative of the incident here:

3600 characters left

Check Spelling

Information

The incident narrative description is required on this page.

Date Entered: Type as a two digit month, two digit day, and four digit year (xx/xx/xxxx). Example: if you were entering an incident on April 9, 2017, you would type 04/09/2017.

Check all of the appropriate bubbles for the incident.

Narrative: Any lengthy narrative should be typed in Word and pasted into My Conduct. Write in third person. It's okay to use timelines and/or lists. Proofread your narrative. If it confuses you, it will confuse other readers.

EVERY narrative MUST include the time, date, and location of the incident. Use facts and avoid personal opinion.

STEP SIX: Review

Steps Completed

- Step 1: Individuals Involved
- Step 2: Basic Information
- Step 3: Violations, Witnesses, & Agencies
- Step 4: Narrative & Other Details
- Step 5: Review & Submit

100%

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

Review & Submit

Date/Time of Incident:	08/2017 3:08 PM
Short Description:	asdf
Students Involved:	Jennifer E Raup - 177458
Incident Type:	Non-Academic (Hall/Apt)
Reported By:	CA
Person Completing Report:	asdf
Building:	Columbia
Room:	asdf
Location Category:	On Campus
Location Description:	asdf
Arrests Made?	No
Agencies Involved:	
Date Entered:	08/08/2017
Cited?:	No
Transported to Hospital:	No
Detox Room:	No
Arrested:	No
Jail?:	No
Title IX Report:	No
Witnesses:	
Narrative:	To view/edit narrative, click on Step 4 on the left navigation bar

Submit This Incident Report

Information

Review your entries for this incident and then click the Submit button.

You can use the Steps Completed section to go back to previous steps.

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. In order for the judicial process to be most effective, it is your responsibility to submit the most accurate information possible.

STEP SIX: Submit



Incident Saved

This incident has been saved under the Report Number 1415-4684 for the specified student.

Enter Another Incident

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.

Monica Johnson Assistant Dean of Students mjohnson@bloomu.edu	Jen Raup Associate Dean of Students/Deputy Title IX Coordinator jraup@bloomu.edu
Dan Haverstock Assistant Dean of Students for Student Assistance dhaverstoc@bloomu.edu	Michael Botts Assistant Dean of Students mbotts@bloomu.edu
Donald Young AVP/Dean of Students dyoung@bloomu.edu	Michelle Makar Administrative Assistant for Dean of Students mmakar@bloomu.edu

COMMON MISTAKES

- Selecting “Underage Consumption/Possession” for a violation that should only be “Alcohol Policy” marked for the violation. For example: a student might not receive an underage for the police but may be in possession of alcohol on campus. Because they were not cited but did have 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 does not 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”, along with whatever other violations occurred in that incident.
- Listing people as witnesses who weren’t witnesses
 - A witness is someone who has not been cited and is not directly involved in the violation (e.g. 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 the 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 narratives (Please proofread)
 - Write in the third person
 - Do not omit important details (cited/not cited, who all was present, how much alcohol there was, etc.)