

Name \_\_\_\_\_  
if you are comfortable doing a follow-up interview

Date \_\_\_\_\_

Time \_\_\_\_\_  
of the incident

Time spent (in minutes)

Difficulty/Frustration  
(on a scale of 1-10, 10 being the most difficult or frustrating)

While writing the report

Initial Contact (announcing yourself, describing the policy violation, initial responses to incident)		
Collection information (collection of everything you need for the report while with residents)		
Contacting other sources (UWPD, 911, RLC/AC on duty, etc.) - optional		
Entering personal information		
Entering resident names/information		
Writing report description		
Uploading additional files		

Additional Comments, thoughts or reflections: