REPORT INCIDENTS AT ccac.edu/incident
CONTACTS
Security: 412.469.6260
Director, Security: 412.469.6364
For Behavioral Issues: 412.469.6201
For Academic Issues: 412.469.6305

BEHAVIORAL INTERVENTION TEAM
Kelli Maxwell, Chair
EDUCATION TEAM
Brenda Trettel, Chair
CRISIS MANAGEMENT TEAM
Sharon Mills, Co-chair
W. Joe Hixson, Co-chair

CCAC Safety & Security
South Campus

Using Online Incident Reporting

WHAT: CCAC has a new database reporting system that collects information college-wide on student incidents, including behavioral and academic misconduct. Incidents that you should report include plagiarism and cheating; essay content that is disturbing; aggressive or inappropriate online student interactions; and concerns about a student’s health, including signs of distress such as cutting or eating disorders. In other words, you should report anything that disrupts class activities, signals student distress or violates college and classroom policies. The Behavioral Intervention Team reviews the reports and meets regularly to discuss whether interventions are required. This system helps keep us safe.

WHO: Everyone needs to report incidents. This includes all faculty, housekeeping, clerical support, security, registration clerks, maintenance crew, administrators—all members of our community. Students can also make reports. Everyone has information that should be reported at the site, which may keep CCAC and students safe.

WHEN: Don’t wait, report information immediately or as soon as possible. It’s always better to be safe than sorry. The new database should be used for prevention. The database is centralized so information from all campuses and centers is compiled in one system. This means that your information could be the missing piece to a puzzle that needs to be told to keep us safe. If the situation is an emergency, then you should contact security at 412.469.6260.

HOW: Go to this link to file your report and complete as much information as possible: ccac.edu/incident.

WHY: Some people may not feel comfortable ‘telling on’ a student but reporting helps us supply the supports that are needed by our struggling or troubled students. With everyone reporting, a full picture of what interventions are needed can be made.

WHAT HAPPENS AFTER YOU REPORT? After you submit your report, depending on the type of case and the location of the incident, the report will be emailed to the appropriate personnel. Even if someone is on vacation or ill, the reports are sent to designated delegates.

FOLLOW UP: Be assured that follow-up will take place and you will be notified by administration, when appropriate, about what intervention occurred. All reports are reviewed and acted upon. If you have questions or concerns related to this process, please contact an Education Team member.

Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.
This publication was created by the CCAC Office of Institutional Advancement.