



**ORANGE COUNTY DEPARTMENT OF EDUCATION
INCIDENT & UNUSUAL OCCURRENCE REPORT**

WILLIAM M. HABERMEHL
County Superintendent of Schools

SCHOOL/DIVISION _____ FILE NO.: _____

INSTRUCTIONS: Use one form for each incident. (An "incident" is defined as one or more offenses committed in a place at one time.) Check the box (boxes) that indicate your response, or enter the response as required. Some parts may require more than one check. Please fill in all appropriate columns.

COLUMN I TYPE OF OFFENSE	COLUMN II DETAILS OF OFFENSE	COLUMN III FURTHER INFORMATION ABOUT THIS INCIDENT																																																																									
<p>OFFENSES AGAINST PROPERTY (No contact between victim and offender)</p> <p>A. What did offender(s) do? 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Property belonged to: (Check appropriate box or boxes.)</p> <p>1 The school</p> <p>2 Individual(s)</p> <p>C. Check the box for what was stolen, damaged, or destroyed.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">1 Bicycle</td> <td style="width:50%;">\$ _____</td> </tr> <tr> <td>2 Money</td> <td>\$ _____</td> </tr> <tr> <td>3 School supplies</td> <td>\$ _____</td> </tr> <tr> <td>4 School equipment</td> <td>\$ _____</td> </tr> <tr> <td>5 Windows</td> <td>\$ _____</td> </tr> <tr> <td>6 Walls</td> <td>\$ _____</td> </tr> <tr> <td>7 Other school property</td> <td>\$ _____</td> </tr> <tr> <td>8 Other personal property</td> <td>\$ _____</td> </tr> </table>	Tried to	Actually did		1	2	Trespass on school property	1	2	Break into school building(s)	1	2	Steal thing(s) without force/ threat against persons	1	2	Set off bomb(s)	1	2	Set fire(s)	1	2	Destroy/damage property will- fully (not by bomb or fire)	1	2	Set off false fire alarm(s)	1	2	Commit other offense(s) against property	1	2	Other _____	1 Bicycle	\$ _____	2 Money	\$ _____	3 School supplies	\$ _____	4 School equipment	\$ _____	5 Windows	\$ _____	6 Walls	\$ _____	7 Other school property	\$ _____	8 Other personal property	\$ _____	<p>OFFENSES AGAINST PERSONS (Contact between victim and offender)</p> <p>E. 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How was harm inflicted or attempted? (Check all that apply.)</p> <p>1 Bodily force</p> <p>2 Blunt instrument</p> <p>3 Sharp instrument</p> <p>4 Gun</p> <p>5 Knife</p> <p>6 Other (Specify) _____</p> <p>7 Don't know</p> <p>G. How many people were: (Enter number. If none, enter "0".)</p> <p>1 Injured, but not treated by doctor _____</p> <p>2 Treated by doctor and released _____</p> <p>3 Hospitalized, at least overnight _____</p> <p>4 Other _____</p> <p>H. If something was taken directly from someone by force, indicate value \$ _____</p>	Tried to	Actually did		1	2	Take something directly from someone by force, weapons, or threat	1	2	Get into a physical fight be- tween individuals (Mutual in- volvement)	1	2	Participate in group conflict (as in a gang fight or after- game fight)	1	2	Assault someone	1	2	Commit other offense(s) against persons	1	2	Threaten any of the above	1	2	Indecent exposure	1	2	Other _____	<p>I. Today's date is: ____/____/____ Month Day Year</p> <p>J. Date of incident: ____/____/____ Month Day Year</p> <p>K. Time of incident: (Check one number.)</p> <p>1 During school day Time _____</p> <p>2 Before or after school day Time _____</p> <p>3 Weekend</p> <p>4 Vacation</p> <p>L. Location of incident: (Check one.)</p> <p>1 Office</p> <p>2 Roof</p> <p>3 Hallway or stairs</p> <p>4 Classroom</p> <p>5 Restroom</p> <p>6 Cafeteria</p> <p>7 Gym or locker room</p> <p>8 Parking Lot</p> <p>9 Athletic field or playground</p> <p>10 On school bus</p> <p>11 Other place (specify) _____</p> <p>M. Indicate if the incident occurred at: (Check one if applicable.)</p> <p>1 Inter-school athletics here</p> <p>2 Inter-school athletics elsewhere</p> <p>3 School social event here</p> <p>4 School social event elsewhere</p> <p>N. Name of Victim(s) _____ Name of Offender(s) _____</p> <p>O. How many were: Current students here? _____ Other school-age youth? _____ What school? _____</p> <p>P. School reported incident to: (Check all that apply.)</p> <p>1 Parents of victim</p> <p>2 Parents of offender</p> <p>3 Superintendent</p> <p>4 Safety & Security</p> <p>5 Police or Fire Dept. Case # _____</p> <p>6 Did not report incident</p>
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