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| **Student Name** |  |

**DAY 1: INCIDENT REPORT TEMPLATE**

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| **Corrective Services Officer Name / #** |  |
| **Name of Inmate**  |  |
| **Inmate ID No.** |  |
| **Inmate Date of Birth** |  |
| **Date of Incident**  |  |
| **Time of Incident** |  |
| **Exact Location of Incident** |  |
| **Other parties present?** |  |
| **1. Description of Conflict Incident (provide a detailed description of events).** |
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| **1a. How did you assess the situation?** |
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| **1b. How did you know it was a conflict incident?** |
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| **2. What potential responses were available to you?** |
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| **3. What steps did you end up taking in response to the incident?** |
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| **3a. What communication skills did you use?** |
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| **4. What policies / procedures did you rely on?** |
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| **4a. Are there any additional legal requirements you needed to take into account when assessing the situation (e.g. duty of care)?** |
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| **5. Did the situation escalate? If so, how did you manage it?** |
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| **6. Did you need to take into account any cultural considerations when dealing with this instance? If so, what steps did you take to deal with these?** |
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| **7. Is there anything else relevant to this situation contained in the inmate’s file (e.g. relevant psychological history)?** |
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| **8. Did you need to consult with your Supervisor?*****If so, when did you consult with them (i.e. at the time or after the event)? What did you explain? How did they assist?*** |
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| **9. Were you able to negotiate a resolution?** |
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| **10. What follow up is required? Were any referrals made?** |
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| **Signed by the Reporting Officer:**

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**Print Name:**

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|  |

**Date:**

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