

VICTORIA COUNTY 4-H INCIDENT REPORT FORM

The Victoria County Extension Staff is available to assist members and leaders address and create solutions to problems and for consultation and interpretation of policy and procedure. However, if the Extension Staff is asked to take "action" regarding an individual, situation or event, an "Incident Report Form" (IRF) must first be filed with the Extension Staff before any action can be taken.

How to file an Incident Report Form

1. Use the IRF to report all incidents that pose health & safety concerns, potential violations of Texas 4-H Member or Leader Codes of Conduct or.
2. Give completed IRF to your local 4-H Community Club Leader. In instances where that is not possible, or a 4-H Community Club Leader or Staff member is involved in the incident, mail this form to the Victoria County Extension Office. (528 Waco Circle, Victoria, TX 77904)

Process for addressing Incident Report Forms:

All relevant information must be reported to Extension staff. This information will be used by staff to conduct an inquiry into the incident, and to assist in rectifying health & safety concerns, violations of Texas 4-H Member or Leader Codes of Conduct.

1. Complete the IRF and return it to the Extension Staff within 30 days of the incident.
2. The Extension Staff will contact the involved parties to inform them that an IRF has been received.
3. All involved parties will have 30 days from the date of the initial IRF to explain their version of the incident via the IRF.
4. When all IRF reports have been received, the Extension Staff will review and evaluate the IRF using such tools as the:
 - a. 4-H Adult Volunteer Leader Code of Conduct
 - b. 4-H Member Code of Conduct
 - c. County 4-H Youth Development Program Policies
 - d. Club Constitution, By-laws and Project Rules
 - e. Possible Personal/Phone Interviews
5. Taking into consideration the severity of the current incident and any past incidents, the involved individual(s) will be placed at one of the following "Incident Steps":
 - a. **STEP ONE:** A letter will be filed and sent to all identified parties and the Community Club Leader detailing the findings of the IRF inquiry, with courses of action to ensure the situation does not continue.
 - b. **STEP TWO:** A letter will be filed and sent to all identified parties and the Community Club Leader detailing the findings of the IRF inquiry and identifying individual(s) restrictions and guidelines for limited program involvement.
 - c. **STEP THREE:** A letter will be filed and sent to all identified parties and the Community Club Leader detailing the findings of the IRF inquiry and removing the mentioned individual(s) from the 4-H Youth Development Program.

VICTORIA COUNTY 4-H INCIDENT REPORT FORM

INSTRUCTIONS

How to file an Incident Report Form

1. Complete all sections of this form. Incomplete information may not be useful to the Extension Staff.
2. Return completed form to the local Extension Office within 7 days of the incident (528 Waco Circle; Victoria, Texas 77904)
3. Use the back of the form to briefly describe the incident you are reporting on. Include additional information as necessary to complete your report.
4. All relevant information must be reported to Extension Staff. This information will be used by staff to conduct an inquiry into the incident, and to assist in rectifying the health and safety or Code of Conduct concerns.

SECTION I

Person Filing Report Form

Name: _____ Date of Incident: _____

Address: _____

Phone Number: (_____) _____ 4-H Club: _____

Are you a: 4-H member 4-H Leader 4-H Parent Other

SECTION II

Information Regarding Incident

Date and Time of Incident: _____ Location: _____

Name of 4-H Activity: _____

Adult 4-H Event Coordinator/Supervisor: _____

Was anyone physically injured: Yes No

Name(s) of individuals involved in incident:

	4-H Member/Leader	Other Person
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_____	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>
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Were there other witnesses to this incident? Yes No

(If YES please list their names below)

Individuals who witnessed the incident:

	4-H Member/Leader	Other Person
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_____	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>
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VICTORIA COUNTY 4-H ACTION AGREEMENT

INSTRUCTIONS

Incident Steps

STEP ONE: A letter will be filed and sent to all identified parties and the Community Club Leader detailing the findings of the IRF inquiry, with courses of action to ensure the situation does not continue.

STEP TWO: A letter will be filed and sent to all identified parties and the Community Club Leader detailing the findings of the IRF inquiry and identifying individual(s) restrictions and guidelines for limited program involvement.

STEP THREE: A letter will be filed and sent to all identified parties and the Community Club Leader detailing the findings of the IRF inquiry and removing the mentioned individual(s) from the 4-H Youth Development Program.

SECTION III

Agreement

The Extension Staff has read all reports, visited with involved parties and has come to the conclusion that the following actions will best serve the individuals involved as well as the entire Victoria County 4-H program:

Extension Staff Signature

Date

4-H Member Signature

Date

Parent/Guardian Signature

Date

4-H Leader Signature

Date