



**Security/Incident Report  
Blue Ridge Community College**

**Data on Crime or Incident:**

**Report Number (year-number)** \_\_\_\_\_

**Report Date** \_\_\_\_\_ **Time** \_\_\_\_\_  
*To be filled in by Administration*

**Nature of Incident**

\_\_\_\_\_ Suspected criminal case  
\_\_\_\_\_ Student disciplinary matter  
\_\_\_\_\_ Accident  
\_\_\_\_\_ Injury  
\_\_\_\_\_ Other - Describe \_\_\_\_\_

**Source of Complaint/Information Provided at:**

\_\_\_\_\_ Office - in person  
\_\_\_\_\_ Phone  
\_\_\_\_\_ Field Investigation  
\_\_\_\_\_ Other - describe \_\_\_\_\_

**Date of Incident** \_\_\_\_\_ **Time** \_\_\_\_\_

**Location:**

**Description of Incident: *(Please provide a complete description of any persons involved.)***

**Property Involved:**

Article Description:

Estimated Value	_____	Manufacturer	_____
Model	_____	Color/Description	_____
Serial #	_____	License Number	_____
			_____

**Security/Incident Report  
Blue Ridge Community College**

Attachment #1

**Report Number (year - number)** \_\_\_\_\_

**Report Date** \_\_\_\_\_

\_\_\_\_\_ *To be filled in by Administration* \_\_\_\_\_

**Time**

**Administrative Disposition of Report:**

**Persons Notified:**

\_\_\_\_\_ Sheriff/State Police - Date & Time \_\_\_\_\_  
\_\_\_\_\_ Security Supervision - Date & Time \_\_\_\_\_  
\_\_\_\_\_ College Administration - Date & Time \_\_\_\_\_  
\_\_\_\_\_ Other - *List Below* - Date & Time \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Administrative Disposition of Incident:**

\_\_\_\_\_ Reported to Law Enforcement agency(*Which one*) \_\_\_\_\_  
\_\_\_\_\_ Date Reported \_\_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Recommended that the reporting individual contact authorities  
\_\_\_\_\_ Inactive - no further action taken  
\_\_\_\_\_ Active - ongoing investigation  
\_\_\_\_\_ Other - Describe \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BRCC Policy on public viewing or issuing copies of Incident Reports:**

1. Copies of all reports viewable by the public will be retained in the office of the Vice President of Finance and Administration for three years from the date of the report.
2. Reporting individuals - Complete copies of the initial Security/Incident report may generally be obtained, free of charge by the person making such reports.
3. To all other interested parties - Copies of crime reports, with the personal identification information of reporting individuals removed from the documents may be provided, subject to Virginia Freedom of Information statutes.
4. Reports of follow-up activities and other investigation details will generally not be made available to the public, even at the conclusion of investigations, because they could disclose investigation sources and methods.
5. Student Disciplinary Reports - Copies of Student Disciplinary Incident reports will generally not be made available to the public, unless the incident involves a suspected crime.