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| 1. **NAME** of the resource / tool
 | **Best Start Southeast LA Code of Conduct\_Attachment A\_Incident Form** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This form was created to help the group facilitator or leaders (chairs) document the facts of a situation. Answering the questions can help determine if the situation merits issuing a warning or setting up a mediation panel to stop the inappropriate behavior from recurring. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Araceli Simeon, Capacity Building Team Member |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. Use this tool when members are involved in a situation, incident, or conflict they cannot resolve after discussing it. It should also be used if a member has recurring inappropriate behavior, after conversations have been had and they do not discourage the behavior.
2. The group facilitator and/or leaders (chairs) that are responsible for upholding the code of conduct, may use this form to document the problem. The information inputted in the form can be used when providing a written warning or mediation panel decision.
3. No special training or skills needed.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Not all members know how to document an incident; they usually rely on memory (and forget important details) or may focus their arguments on subjective rather objective information. It is important to document all the facts of the situation to understand what happened, seek clarification, investigate further, or have actionable next steps. The information will help establish the facts (e.g. number of incidents, patterns of behavior, timeline, etc..) for the group facilitator or leaders or mediation panel to consider when deciding on the case.  |

**FORM TO DOCUMENT INCIDENTS**

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| Date: |
| Your Name: |
| Position: Community Partnership Member Leadership Group Member  |

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| **INCIDENT DESCRIPTION** |
| Date, time, and place of the incident: |  |
| What happened? |  |
| Who was involved directly in the situation? |  |
| How does this behavior violate the code of conduct and/or meeting agreements? |  |
| Is this the first time this happens o is there a history? |  |
| How does this affect you or others?  |  |
| What could be the cause of the behavior? |  |
| How could you solve the problem? | Ideas: * Talk with the person
* Talk with the persons involved to clear the situation
* Written warning
* Suspend member’s participation
* Suspend member’s voting
* Training for the individual
* Training for the group
* Mediation panel process
* Other ideas:
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| ¿Were there any witnesses?  | Names: |

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| **ACTION** |
| Plan: What action will be taken to resolve the problem or ameliorate the situation? |
| Follow-Up Notes: 1. Date of follow-up:
2. How did the persons react to the follow-up action?
3. Was there a resolution or agreement? If the answer is no, what is the next step?
4. Is an investigation necessary?
5. Is someone’s safety at risk? If the answer is yes, consider an immediate suspension of both members involved in the situation until it is resolved.

**Notes:**  |