

SANTA CRUZ COUNTY 4-H INCIDENT REPORT FORM

The 4-H Youth Development 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 4-H Youth Development Staff is asked to take “action” regarding an individual, situation or event, an *“Incident Report Form”* (IRF) must first be filed with the 4-H Youth Development Staff before any action can be taken.

How to file an Incident Report Form

1. Use the IRF to report all **non-medical incidents** that pose health & safety concerns, potential violations of California 4-H Member or Leader Codes of Conduct or violations of U.C. 4-H Youth Development Program Policy. *(All medical accidents must use form LC-4028-8 “California 4-H Youth Development Program Accident Claim Form”)*
2. Complete all sections of the IRF. Incomplete information will delay addressing the incident.
3. 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 Monterey County 4-H Office. Keep a copy of this IRF for your records. *(Santa Cruz County 4-H Office, 1432 Freedom Blvd., Watsonville CA 959076)*
4. Use the back of the IRF to briefly describe the incident you are reporting on. Include additional information as necessary to complete your report.
5. Confidentiality of reports will be maintained according to University of California policies and guidelines. The University may release information at the time it is required by law enforcement or by court order.

Process for addressing Incident Report Forms:

All relevant information must be reported to 4-H program 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 California 4-H Member or Leader Codes of Conduct or violations of U.C. 4-H Youth Development Program Policy.

1. Complete the IRF and return it to the 4-H Youth Development Staff within 30 days of the incident.
2. The 4-H Youth Development 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 4-H Youth Development Staff in conjunction with the University of California Cooperative Extension County Director 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. University of California Cooperative Extension 4-H Youth Development Program Policies
 - d. County 4-H Youth Development Program Policies
 - e. Club Constitution, By-laws and Project Rules
 - f. 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*” in accordance with the policies set forth by the University of California 4-H Youth Development Program Policy Handbook:
 - 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.
6. If the volunteer is not satisfied with the decision of the responding administrator (e.g., the 4-H Youth Development Advisor and/or County Director), the volunteer may request for an appeal to the Regional Director or Associate Vice President-Programs, as appropriate. Upon determining whether such an appeal has been made, the responding administrator will forward all pertinent documentation to the Regional Director or other appropriate administrator. The reviewing administrator shall respond with a written decision within 30 calendar days of the receipt of the appeal documentation.

SECTION I: Person Filing Report Form

Name: _____ Date of Incident: _____

Address: _____

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

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 during incident? Yes No

If YES was an 4-H Accident Claim Form completed? Yes No

Name(s) of individuals involved in incident. (For each, circle Member/Leader or Other Person)

_____	Member	Leader	Other
_____	Member	Leader	Other
_____	Member	Leader	Other
_____	Member	Leader	Other

Were there other witnesses to this incident? Yes No
(If YES please list their names below.)

Individuals who witnessed the incident. (For each, circle Member/Leader or Other Person)

_____	Member	Leader	Other
_____	Member	Leader	Other
_____	Member	Leader	Other
_____	Member	Leader	Other

