**Section 299.640 Preparation and Review of Incident Reports**

a) Every employee has the duty to observe the conduct of residents. When staff detect or observe rule violations, they shall order the resident to stop or redirect the resident to appropriate behavior. Residents are required to comply with staff orders.

b) If an employee observes potential rule violations, major or minor, discovers evidence of violation commission, or receives information from a reliable witness of rule violations, he/she shall prepare an incident report.

c) The incident report must be fully completed. The reporting employee shall provide the following information to the extent known or available:

1) The name and identification number of the resident;

2) The place, approximate time, and date of the rule violation;

3) The rule violations that the resident is alleged to have committed;

4) A written statement of the conduct observed;

5) The names of residents, employees and visitors who were witnesses;

6) Any statements by the resident; and

7) The signature of the reporting employee.

d) The Program Director shall promptly review and make a determination regarding all incident reports involving residents and, when appropriate, refer resident incidents to either the Behavior Committee (for major rule violations) or the Program Unit Hearing Officer (for minor rule violations) for review of possible rule violations and make a recommendation. For the purposes of incident report review, the writer or writers of pertinent incident reports will be excluded from the Committee or serving as a Program Unit Hearing Officer.

(Source: Amended at 44 Ill. Reg. 8246, effective April 28, 2020)