

INCIDENT REPORT

Instructions: Please complete this form after an incident on Library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (*report required in such instances*). Submit completed report to the Library Director. To be completed by staff within 12 hours of incident.

Name of reporting staff: _____

Date/Time of incident: _____

Patron and/or staff involved (provide names if known): _____

Location of incident: _____

Describe the incident to the best of your best recollection (Additional paper attached? Yes # of Pages):

Were Police or Emergency Services called? (Circle one) **Yes** **No**
*If **No** please specify circumstances in the description of incident.*

If Police/Emergency services called, please provide names/badge numbers of responding officers:

_____ **Badge #:** _____

_____ **Badge #:** _____

Please provide information on how incident was handled by police/emergency officials:

Person Filling out Form

Print Name: _____ **Signature :** _____

Signature of Police/Emergency Personnel):

Print Name(s): _____ **Signature :** _____

What follow-up by Administration is recommended?