

INCIDENT/VANDALISM REPORT

This form is to be used by staff to record information about an incident in the Library or on the Library grounds. Types of incidents may include cases of intentionally excessive noise or raucous behavior, drunkenness, sexually related overtures, vandalism, fires, thefts, physical violence or the threat of physical violence or any other disturbances. Fill out as much of the form as appropriate; write "N/A" for answers that are not applicable. Send the original of this completed form to the Director as soon as possible after the incident and one copy to your immediate supervisor. Any other staff member or patron who has witnessed the incident and has information to add should fill out a report as well.

1. Date _____ Day of the week _____ Time _____

2. Nature of the incident (attach additional sheets if necessary)

3. Name of the offender (if known) _____

Address _____

Age (approx.) _____ Description _____

4. Name of the affected patron(s) _____

Address _____ Age (approx.) _____

5. Action taken by staff _____

Action taken by guard _____

Action taken by supervisor _____

6. Name of staff witness(es) _____

7. Who was called for assistance? Police Fire department Other _____

How long did it take for them to arrive? _____

What actions did responders take? _____

COMMENTS:

SIGNED _____ DATE _____