

EMPLOYEE INCIDENT REPORT OF INAPPROPRIATE BEHAVIOR

DATE _____ and TIME _____ of incident.

Location of incident (print) _____

Name of individual reporting incident (print) _____

Name(s) of all persons involved in the incident (print)

Name(s) of other witness(es) (print)

Did physical violence or damage to property occur?

☐ NO

☐ YES

Was the safety of a person endangered?

☐ NO

☐ YES

Any evidence from the incident (e-mails, photos, etc.)?

☐ NO

☐ YES

If yes, describe:

Was the Police Department contacted?

☐ NO

☐ YES

If yes, name of contact at Police Department _____

Detailed description of incident (be sure to name all of the individuals involved)

Report prepared by: _____
Signature

Phone Number

Date of Report: _____

To be submitted to supervisor or department head for immediate transmittal to
Kim Hall (Human Resources) and John Beyer (Police Department).