Red Jacket Community Library Policy Manual Appendix 1A Incident Report

An Incident Report must be completed by any staff member involved with individuals who:
(a) have been asked to leave the building because of the severity of their infraction of inappropriate behavior, or
(b) have experienced an accident, injury, or similar adverse event at the library during public hours

Incident Report

| Date of Incident: Place: | Time of Incident: |
|--------------------------------------------|-------------------|
| Person(s) involved: | |
| Witness(es): | |
| Details: | |
| | |
| | |
| | |
| | |
| Porson completing form: | Date: |
| Person completing form: Library Director: | Date: |
| Listery Shooter. | Dato. |

Incident Report Form Revised: 2/13; 11/2019