

Workplace Violence Incident Report Template

Reported by: _____

Date of report: _____

Title / Role: _____

Incident no.: _____

Workplace Violence Incident Information

Date of incident:

Time of incident:

Name of person engaging in prohibited behavior:

Name of victim:

Location:

Specific area of location:

Additional person(s) involved:

Witnesses:

Incident description (including any events leading to or immediately following the incident):

Names of supervisory staff involved (along with their response to the incident):

Resulting action(s) recommended, planned, or executed:

Police report filed?

Precinct:

Reporting officer:

Phone:

Police action taken:

Reporting staff name

Reporting staff signature

Date

Supervisor name

Supervisor signature

Date

DISCLAIMER

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