**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8777&utm_source=template-word&utm_medium=content&utm_campaign=Workplace+Violence+Incident+Report--8777&lpa=Workplace+Violence+Incident+Report++8777)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** |

|  |
| --- |
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