Instructions: Please complete this form after an incident on Library District premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). Submit completed report to the Administrative Office.

Name of reporting staff:

Location of incident

Date and time of incident:

Patron(s) involved (provide names if known):

Describe the incident (to the fullest extent reasonable)

Were police/emergency services called? Yes No

If yes, please provide detail of who responded (include name of officers) and how the incident was handled.

What follow-up by Administration is recommended?

What action(s) should the Library District take to prevent a recurrence of a similar incident?

___________________________________________________

Signature

Date

November 1997