

Poughkeepsie Public Library District

Incident Report

93 Market Street
Poughkeepsie, NY
(914) 485-5848 Fax (914) 485-3789

To be completed by staff within 12 hours of incident.

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