

Employee's Report of Workplace Violence

Objective: To record instance(s) of observed or experienced violent or disruptive behavior in the workplace with the intent of management or personnel office intervention to mitigate or eliminate such activity.

1. Describe the undesired behavior or activity (specific language, gesture, physical contact or conduct):

2. Date of incident:

3. Approximate time:

a.m.

p.m.

4. Location address:

5. Facility/building:

6. Exact place of incident (hallway, locker room, break area, room no., parking lot, etc.):

7. Describe perpetrator:

8. Stranger

Customer

Employee

Supervisor

Family member

Other

(please describe)

9. Victim or intended victim(s):

10. Witness (Names and Phone no.):

11. Injury (location, type, degree):

12. Property damage (items damaged):

13. Assistance requested: Police:

Division Chief

Personnel Office:

Other:

(please describe)

Note: There shall be no retaliation or discrimination against an employee who submits this report, calls for appropriate assistance, complains of an incident, or who is called upon as a witness.

Prepared by:

Signature:

Date:

Submitted by:

Date:

06/29/05