

Town of South Bristol
Workplace Violence Incident Report

A reportable violent incident should be defined as any threatening remark or overt act of physical violence against a person(s) or property whether reported or observed.

1. Date: _____ **Time:** _____

2. Assailant Name/Description _____

2. Specific Location: _____

3. Violence Directed Toward: Staff Visitor

Assailant: Staff Visitor Resident

Assailant: Unarmed Armed (weapon)

4. Predisposing Factors: Intoxication Prior History of Violence

Other (Describe) _____

5. Description of Incident: Physical Abuse Verbal Abuse Other

6. Injuries: Yes No

7. Extent of Injuries:

8. Detailed Description of the Incident: _____

9. Did Any Person Leave the Area because of Incident?

Yes No Unable to Determine

10. Persons Present at Time of Incident: _____

11. Needed to Call:

Sherriff Department Ambulance Other _____

12. Termination of Incident:

Incident Diffused Yes No Sherriff Notified Yes No

Assailant Arrested Yes No

13. Disposition of Assailant:

Stayed on Premises Escorted off Premises Left on Own Other _____

15. Report Completed By: _____

Witnesses: _____

Town Supervisor Notified Date/Time: _____

Town Board Notified Date/Time: _____