

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.

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

Date of incident: _____ Approximate time: _____ a.m. or p.m.

Location address: _____ Facility/building: _____

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

Describe perpetrator:

Stranger Customer Employee Supervisor Family member Other

Victim or intended victim(s): _____

Witness (Names and Phone no.):

Injury (location, type, degree):

Property damage (items damaged):

Assistance requested: Police: Division Chief: Personnel Office: Other:

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: _____

Date: _____

Submitted to: _____

Date: _____