



INGERSOLL COMMUNITY SERVICES INCIDENT REPORT

This report must be filled out at the time of the incident and reported to Manager Immediately

Date:

Time:

Location:

Reported by:

Name and Address of those involved:

Witness and Addresses:

Description of Incident:

Other Information:

Reported to Police: Yes No
Occurrence Number: _____

Signature of Staff Person Reporting Incident

Does the Incident fall within any of the categories list below?

Please check all that apply.

- Stealing
- Intentional minor damage to property/equipment
- Intentional major damage to property/equipment
- Bullying/Cyber Bullying
- Putting oneself in a situation where safety is a risk (i.e.: climbing the roof)
- Swearing directed at another participant or staff in the form of name calling
- Swearing in conversations
- Use of abusive language or racial slurs
- Verbal or written threats to another participant and/or attempts to intimidate
- Possession of a weapon
- Minor Assault (no police involvement) – the exercise of physical force by a person against another person that causes or could cause physical injury to the other person
- Major Assault (police involvement)
- Assault with a weapon
- Intentionally negatively impacting programs (i.e.: deleting x-box games)
- Possession of alcohol or drugs
- Under the influence of drugs or alcohol
- Providing substances to other patron that could be unsafe
- Lying
- Disrespect toward staff

***Call Manager ASAP to notify them of the incident and identify next steps. Give completed Incident report to manager for further review.**