

Date of Incident:

Subject: (such as a problem patron's name...please keep brief)

Ranking area leader on duty:

Person making report:

Time of day:

Staff present:

Location of incident:

Description of incident:

Action taken by staff:

Names of people involved:

Comments received from witnesses:

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Follow-up requested:

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Follow-up taken:

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Make Private (for Director's eyes only. Only the Director will be emailed, and be the only one to see this report in the main list.)