

<b>WAUKEE PUBLIC LIBRARY</b>	<b>BOARD</b>
<b>SECTION 5.3</b>	<b>APPROVED</b>
<b>INCIDENT REPORT POLICY &amp; FORM</b>	<b>REVISED 11/02, 1/06 Reviewed 3/08</b>

### **INCIDENT REPORT POLICY**

A confidential file of information on problem incidents in which a CONTACT form has been filed will be kept by the Library Director. The purpose of this file is to track any serious problems that are reported by the staff. It will be used to document incidents and to track problems of a reoccurring nature.

#### **CONTACT FORM**

Please provide a description of unacceptable behavior reported and a description of any action taken (e.g., person asked to leave and did so; police called; officer escorted person from the library, etc.)

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**DATE & TIME OF INCIDENT** \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

**REPORTED BY** \_\_\_\_\_

**WITNESSES** \_\_\_\_\_

**ACTION TAKEN:**

Submit contact form to Library Director.  
Director initial when received & read.