

Policy Section	BOARD
Incident Report & Form	Approved Date 11-2005
<b>ARLINGTON PUBLIC LIBRARY</b>	Revised/reviewed 10-2012 Revised/reviewed 4-2015 Reviewed 6-19-2018

### **Incident Report & Form**

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

#### **Incident 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 incident form to the Library Director.

Director initials when received & read.