

This form must be used to document any reportable workplace violence incident. For any Level I incident, an employee must report the incident to the Department Head within 48 hours of the occurrence. For all Level II and Level III incidents, this completed form must be submitted immediately. The Department Head is responsible for forwarding this form to the Comptroller or the Town Supervisor within the same timeframes.

Victim's Name	
Job Title	
Department / Location	
Date and Time of Incident	
Location of Incident	
Name / Job Title of Individual Completing Report	
Date Incident Report Completed	
Date Incident Report Received by <u>Comptroller</u>	

The following are examples of **Level I** types of workplace violence incidents.

- Harassment
- Shouting
- Obscene language
- Obscene gestures
- Verbal abuse
- Bullying
- Intimidation
- False statements

The following are examples of **Level II** types of workplace violence incidents.

- Threatening with an object
- Verbal threats of assault
- Obscene or threatening calls
- Being followed or stalked

The following actions are examples of **Level III** types of workplace violence incidents.

- Pushing
- Grabbing
- Striking with an Object
- Sexual Assault
- Stabbing
- Homicide
- Shooting

Describe each incident separately, including dates, times and locations. If you cannot remember exact dates, times or locations, please provide approximations. Use additional pages if necessary. _____
