

**WARREN PUBLIC LIBRARY
PATRON INCIDENT REPORT FORM**

To be completed by staff within 12 hours of incident

Name of Branch _____

Address _____ Phone _____

Instructions: Please complete this form after an incident on Library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). Submit completed report to the Administrative Office.

Name of reporting staff: _____

Location of incident:

Date and time of incident: _____

Patron(s) involved (provide names if known):

Describe the incident (to the fullest extent reasonable)-attach additional pages if necessary

Were police/emergency services called? Yes No

If yes, please provide detail of who responded (include name of officers) and how the incident was handled.

What follow-up by Administration is recommended?

What action(s) should the Library take to prevent a recurrence of a similar incident?

Signature _____ Date _____