

Violent Incident Log Template

NOTE: PLEASE FORWARD A COPY OF THIS INCIDENT LOG TO JOSE INIGUEZ AT JOSE.INIGUEZ@SYSDSCHOOLS.ORG AS SOON AS POSSIBLE.

Please complete **each** section listed below:

1. Date of this report:
2. Name, title, and signature of the person completing this report:
 - a. Name:
 - b. Title:
 - c. Signature:
3. Date(s) **the incident** occurred:
4. Location of the incident (This includes the school site and the area within the school site. E.g., Rear staff parking lot at Willow Elementary School):
5. Type of Workplace Violence Type- Circle one of the four types listed below. The purpose of this section is to identify the perpetrator:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches staff with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at staff by customers, clients, patients, students, inmates, or visitors (e.g., parents).
 - **Type 3 violence** - Workplace violence against staff by a present or former staff, or supervisor.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with a staff member.
6. Type of Incident- Circle the incident category below that best captures what occurred. The purpose of this section is to describe the nature of the incident:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.

