

**Winthrop University
Workplace Incident Report**

Date of Incident: _____ Time of Incident: _____ am/pm

Location of Incident: _____

TYPE OF INCIDENT (check all that apply)

- Physical Assault
- Verbal Threat
- Property Damage
- Telephonic threat (i.e., e-mail, telephone)
- Intimidation
- Severe Behavioral Change
- Other _____

Describe what happened (be specific; attach additional sheets if necessary):

OVER
▶

Please provide the following information about the alleged assailant if known:

Name: _____ Race: _____
Height: _____ Hair: _____
Weight: _____ Clothes: _____
Other: _____

Was this a Student, Employee, Visitor, or Other

Witness List: _____

Was Campus Police called? YES NO

If yes, what was the name of the reporting officer? _____

Do you know if the alleged assailant has had any reported or non-reported questionable behavior in the past?

Your Name: _____

Telephone #: _____

Name of Victim: _____

Department: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

RETURN FORM TO HR or CAMPUS POLICE