

Appendix A

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):

[illegible]

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 CAMPUS POLICE