

**Naples Library
Incident Report**

To be completed by staff within 12 hours of the incident.

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 Director/Manager.

Name of person reporting incident:

Address

Phone

Specific Location (outside/inside) of incident (i.e. upstairs bathroom):

Date and time of incident: _____

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

Describe the incident (to the fullest extent reasonable)

Were police/emergency services called? Yes _____ No _____

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

What recommended actions should the Naples Library take to follow-up on the incident?

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

Signature of person reporting incident: _____

Date _____

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on May 26, 2015. Revised on October 16, 2019.