

CHARITON PUBLIC LIBRARY
INCIDENT REPORT

Date & Initials _____

Date _____ Time _____ Staff Member _____

Patron Name _____ Incident _____

Actions Taken: Circle one and give a full description of patron's activity and actions taken below.

Verbal Reprimand

Termination of Activity

Loss of Privileges

Expulsion from Library

Phoned Police/Sheriff

Patron Searched/Removed

Witnesses: _____

Witnesses and other staff are encouraged to fill out a report as well. Additional comments may be included on the back of this sheet. A copy of the Library's Conduct Policy was supplied to the person(s) whose conduct was the origin of this report. yes no (circle one)

Staff Member Signature

Date signed _____