**SUNY Plattsburgh - Violence Incident Report Form**

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| A reportable violent incident should be defined as any threatening remark or overt act of physical violence against a person(s) or property whether reported or observed. **All emergencies and crimes must be reported to University Police at 564-2022 or 911.** |
| 1. | Violence directed towards: Name:       [ ]  Student [ ]  Employee [ ]  Visitor [ ]  Other |
| 2.  | Assailant: Name:       [ ]  Student [ ]  Employee [ ]  Visitor [ ]  Other [ ]  Unarmed [ ]  Armed (weapon):       |
| 3. | Date:      Day of week:      Time:       | Specific location:       |
| 4. | Predisposing factors: [ ]  Under the influence [ ]  Dissatisfied with situation:       [ ]  Prior history of violence [ ]  Other (Describe)       [ ]  Existence of Order of Protection |
| 1. Description of incident:

[ ]  Physical abuse [ ]  Sexual Assault[ ]  Verbal abuse [ ]  Intimate Partner Violence[ ]  Threatening Gesture/symbol [ ]  Other:       | 1. Injuries: [ ]  No [ ]  Yes

If Yes, Extent of Injuries:       |
| 7. Detailed description of the incident:       Witnesses:       |
| 8. Did any person leave the area because of the incident? [ ]  Yes [ ]  No [ ]  Unable to determine  |
| 9. Needed to call:  [ ]  9-1-1 [ ]  University Police  [ ]  Other:       | 10. Outcome of incident:  Incident diffused [ ]  Yes [ ]  No Police notified [ ]  Yes [ ]  No Assailant arrested [ ]  Yes [ ]  No |
| 11. Disposition of assailant: [ ]  Stayed on premises  [ ]  Escorted off premises [ ]  Left on own | 12. Restraints used: [ ]  Yes [ ]  No  Type:       |
| 13. Report completed by:       Title:       If Supervisor notified, Name:       Date/Time:       Human Resource Services notified: Date/Time:       |
| ***See page two for the appropriate office to submit this form.******You can also add additional comments, according to numbered section, on page two.*** |
| \*This form was revised from: *Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers*. OSHA Publications 3148, (1996) |

HRS: November 2016

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| **Form Submission (based on Assailant)** |
| If person in item #2 is: |
|  A student – submit form to Student Conduct, Kehoe 602 |
|  An employee – submit form to Human Resource Services, Kehoe 912 |
|  A visitor – submit form to University Police, Student Health Center |
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| **Additional Comments (please indicate which numbered section it corresponds with):** |
|       |