



Recreation and Senior Services Department

**Incident Report**

**Circle One:**      Suspension                  Warning                  Other \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident \_\_\_\_\_

Employee/Instructor Name \_\_\_\_\_ Title \_\_\_\_\_

Participant's Name: \_\_\_\_\_ Site: \_\_\_\_\_

**Description of Incident:**

*Please use reverse side of this page if needed*

**Employee's/Instructor's Actions:**

**Individuals Involved (List Names and Numbers):**

Name/Phone #: \_\_\_\_\_ Name/# \_\_\_\_\_

Name/Phone #: \_\_\_\_\_ Name/# \_\_\_\_\_

Comments of those involved: \_\_\_\_\_

**List Any Phone Calls Made (police), Other Reports Completed & Discipline Levied:**

Supervisor's Comments: \_\_\_\_\_

Witnesses: \_\_\_\_\_  
Name/Phone #                          Name/Phone #                          Name/Phone #

Signature of person completing form: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Recreation Division Signature \_\_\_\_\_ Date \_\_\_\_\_