**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):** |
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