

PATRON INCIDENT REPORT FORM

INSTRUCTIONS: Use this report whenever a patron is asked to leave the library, or first responders are called. **Scan this form, email it to "Incident Report," then place this original in the Incident Report folder at the Circ Desk. ---- Please note any banning.**

Police Department Emergency: 911

Police Dept. (Non-emergency) 483-7718

Type of Incident -
please check all that apply

- Damage to building, equipment, materials
- Misuse of fire exit
- Accident to persons or property
- Assault – to staff or patron
- Verbal abuse, disrespect, threats to staff and/or patrons
- Significant noise (person or device)
- Block entrances, exits, aisles, etc.
- Run, push, jump or climb
- Leaving children under age 8 unattended
- Animals inside the library
- Use of tobacco or alcohol on library property
- Solicit, petition or distribute material inside or outside the library
- Sleep in the library or on library property
- Violate federal, state or local laws
- Not wear shoes and shirts
- Food and beverages in undesignated areas
- Breaking rules for library computer use as outlined in the Internet Use Agreement
- More than one person at a computer
- Other _____

Action Taken - Please check all that apply

Were first responders called?

- Police
- Fire Department
- Ambulance

Patron:

- Was asked to leave by staff, left
- Was asked to leave by staff, refused
- Was asked to leave by police, refused
- Was escorted from the building by police
- Has been involved in previous incidents**
- Was treated and removed
- Was treated, but stayed in library
- Refused treatment,
 - o left library under own power
 - o stayed in library

- Patron was banned for _____ (time)*
- Patron was informed they were banned at time of incident*

Please describe any actions/events important to explain items in checklists, including patron name or description.

Staff Name: _____ Date/Time _____