FAYETTEVILLE-MANLIUS CENTRAL SCHOOL DISTRICT

APPENDIX 4

Workplace Violence Incident Report

1. Date of Incident: _____

2. Time of day/shift when the incident occurred: _____

3. Workplace location where incident occurred: _____

4. Provide a detailed description of the incident below.

Note: If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. Privacy concern cases include cases involving:

- injury or illness to an intimate body part or the reproductive system;
- injury or illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

DESCRIPTION (include the following):

Name of employee reporting the incident (unless a "privacy concern case");

_____

☐ Yes, you may share my name during the annual review process

☐ No, please do not share my name during the annual review process*

***Please note**: Your option to share your name or not does not make the entire report confidential.

Names and job titles of involved employees; _____

_____

Name or other identifier of other individuals involved; _____

_____

Nature and extent of injuries arising from the incident; _____

_____

Names of witnesses; and _____

_____

Events leading up to the incident and how the incident ended.

5. Privacy Concerns

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.