

THREAT INCIDENT REPORT
City of New Britain

The City of New Britain workplace violence policy requires that all employees report threats or incidents of violent behavior to a manager or supervisor. The manager or supervisor should take the necessary steps to complete the Threat Incident Report as quickly as possible, including private interviews with the victim(s) and witness(es). The report should be submitted to the Personnel Director in a timely manner.

Name of Threat-Maker: _____

Title (and relationship to the City of New Britain, if not an employee):

Name(s) of victims or potential victim(s):

When did the incident occur? (Day of week, date, time (a.m./p.m.)

Where did the incident occur?

What happened immediately prior to the incident?

What is the specific language of the threat?

Describe any physical conduct that would substantiate an intention to follow through on the threat:

What was the physical/emotional appearance of the threat-maker?

Names of others who were directly involved and any actions they took?

How did the incident end?

Who were the witnesses? _____

What happened to the threat-maker after the incident?

What happened to the other employees directly involved after the incident?

Names of supervisory staff and how they responded:

What events triggered the incident?

Any history leading up to the incident?

COMPLETED BY: _____ DATE: _____