

SUNY POTSDAM WORKPLACE VIOLENCE INCIDENT REPORT

The college will not tolerate any act or threat of violence made in the workplace, on college property, or while in work status. No person may engage in violent conduct or make threats of violence, implied or direct, on college property or in connection with college business.

Please check which definition of Workplace Violence most closely matches the incident you are reporting and then complete the questions below:

The use of force with intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, pushing or throwing objects.

Behavior that diminishes the dignity of others through sexual, racial, religious or ethnic harassment.

An act or threat which was intended to intimidate, harass, threaten, bully, coerce or cause fear of harm, whether directly or indirectly.

An act or threat made directly or indirectly by oral or written words, gestures or symbols that communicated a direct or indirect threat of physical or mental harm.

A person, without legal authority, carrying, possessing or using any dangerous weapons on college property or in college buildings or facilities.

Other (please explain below).

Please return completed form to University Police, Van Housen Extension 1st Floor

Date of Incident: _____ Time of incident: _____

Reported Employee: _____ Title: _____

Name & Title of Person Completing Report: _____ Contact Number: _____

Are you a mandated reporter? Yes No

Names of other affected employees:

Department: _____

Work location: _____ Work Phone: _____

Location of Incident: _____ Were there any injuries? Yes No

Relationship to Victim/Potential Victim (if any): _____

What were you doing prior to the incident?

What was the specific language of the alleged threat (if applicable)?

Were there any witnesses? Yes No

Name & contact information of witnesses: _____

Was Medical treatment required (optional)? Yes No

Explain (optional): _____

Were you hospitalized (optional)? Yes No

Explain (optional): _____

Description of incident: Physical Abuse Verbal Abuse Threat Other: _____

Was the accused a: Student Co-worker or Supervisor
Intimate partner or Loved one Other _____

Was University Police notified? Yes No If yes, date and time of notification: _____

Was the accused arrested? Yes No Unknown

Please describe the incident in detail including the preceding events:

College Use Only:

University Police Action/Comments:

List/describe actions taken to prevent future incidents:

(Attach additional forms as necessary)
