



RZone Incident Report

Individual Reporting Details:

Name of Person Reporting _____
Department _____
Position _____ extension _____
Date incident was reported _____

Incident Information:

Date _____ Time _____
Incident Information _____
Location of Incident _____

Participant(s) Involved:

Complainant Name _____
Address _____ Postal Code _____
Phone _____

Respondent Name _____
Address _____ Postal Code _____
Phone _____

If there are more participants involved, please attach extra pages.

Category (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Verbal assault | <input type="checkbox"/> Possession of Weapons |
| <input type="checkbox"/> Threats | <input type="checkbox"/> Use of alcohol or drugs |
| <input type="checkbox"/> Physical assault/harm | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Theft of property |

Other (please specify in detail)

Describe in detail what happened:

Other relevant information:



Who else was made aware of the incident?

Name _____
Address _____ Postal Code _____
Phone _____

If there are more individuals involved, please attach extra pages.

If another individual was made aware of the incident, how were they informed?

- In-person
- Phone
- Email

Other (please specify in detail)

Date the individual was informed: _____

Please identify if another individual witnessed the incident.

Name _____
Address _____ Postal Code _____
Phone _____

If there are more individuals who witnessed the incident, please attach extra pages.

For Office Use Only:

Action Taken (please check):

- Verbal Warning

Date: _____

- Letter of Warning

Date: _____

- Letter of Trespass

Date: _____

Appeal:

- No
- Yes

Date: _____

Outcome: _____

Date File Closed: _____

Name: _____ Position: _____



Signature:

Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will be used for the purpose of aggregate statistical reporting, and allocation of staff and resources. This information will also be used for the promotion of programs or activities so that we can provide good customer service.