

Geauga County Public Library
Operating Policy Manual

SECTION: INCIDENT REPORTS
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PAGE: 1 of 1

Any employee who witnesses or participates in an unusual incident must complete an Incident Report. The report is to be completed as soon as possible following the incident and sent to the employee's supervisor the same day.

It is particularly important to include, whenever possible, the names and telephone numbers of all persons involved or witnesses for possible follow up action.

The Supervisor will submit the report to the Director within 24 hours. A copy is also sent to the appropriate manager if different from the employee's supervisor.

Incidents which require Incident Reports may include injuries to patrons or staff, property damage, disappearance of equipment, irate patrons and any other unusual behavior by persons on library property.

Serious incidents should also be reported immediately by telephone to the supervisor, manager or Director.

Related Personnel Policy #430 – Incident Reports

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