



Dunham School District

Employee Workplace Violence Incident Report Form

Section 1: Employee Information

- Name:
 - Employee ID:
 - Department:
 - Position:
 - Contact Information:
 - Phone:
 - Email:
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Section 2: Incident Details

- Date of Incident:
 - Time of Incident:
 - Location of Incident:
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Section 3: Description of Incident

- Description of what happened: (Please provide a detailed account of the incident, including actions, statements, and any objects involved.)
 - Names of individuals involved (including witnesses):
 - Perpetrator(s):
 - Victim(s):
 - Witness(es):
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Section 4: Type of Incident (Check all that apply)

- Physical Violence
 - Threats
 - Harassment
 - Bullying
 - Other (please specify):
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Section 5: Immediate Actions Taken

- Was security or law enforcement contacted? Yes No
 - If yes, provide details:
 - Were medical services required? Yes No
 - If yes, provide details:
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Section 6: Additional Information

- Have there been previous incidents involving the same individuals? Yes No
 - If yes, provide details:
 - Any additional comments or information:
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Section 7: Reporting and Signature

- Report submitted by:
 - Name:
 - Signature:
 - Date:
 - Received by:
 - Name:
 - Position:
 - Signature:
 - Date:
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Section 8: Follow-Up Actions (For Office Use Only)

- Investigation Assigned to:
 - Date of Investigation Initiated:
 - Summary of Investigation Findings:
 - Actions Taken (disciplinary actions, changes to policy, etc.):
 - Date of Incident Resolution:
 - Follow-Up with Reporter Completed: [] Yes [] No
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Confidentiality and Non-Retaliation Statement

Dunham School District is committed to ensuring a safe and respectful workplace. All reports will be handled confidentially and investigated promptly. Retaliation against employees who report incidents in good faith is strictly prohibited and will result in disciplinary action.

Instructions for Submitting the Form

- Submit this form to your immediate supervisor or HR department via the designated anonymous reporting system.
 - For urgent matters, contact security or local law enforcement immediately.
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Contact Information for Reporting and Assistance

- HR Department:
 - Phone: 707-795-5050
 - Email: alarson@Dunhamsd.k12.ca.us or Mvasquez@dunhamsd.k12.ca.us
 - Anonymous Reporting Hotline: 707- 795 - 5050
 - Employee Assistance Program (EAP)
<https://www.hhs.gov/about/agencies/asa/foh/bhs/employee-assistant-program/index.html>
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Providing accurate and thorough information, you help us maintain a safe and secure work environment for everyone. Thank you for your cooperation.

Dunham School District