

## INCIDENT REPORT FORM

<b>Name of Premises</b>		<b>Location</b>	
<b>Date</b>		<b>Time</b>	

### TYPE OF INCIDENT

<b>Disorder / Violence</b>		<b>Ejection</b>		<b>Complaint</b>		<b>Drunkenness</b>		<b>Theft / Fraud</b>	
<b>Crime Reported</b>		<b>Drugs</b>		<b>Weapons</b>		<b>CCTV Fault</b>		<b>Police / Council Visit</b>	

### NAMES, CONTACT DETAILS, DESCRIPTIONS OF PERSONS INVOLVED<sup>1</sup>

<b>Person A</b>	
<b>Person B</b>	
<b>Person C</b>	

<sup>1</sup>Names & contact details should only be sought if persons involved willingly co-operate. Under no circumstances should these be demanded where this may result in further conflict; in these cases a description will suffice.

### CLEAR AND CONCISE DESCRIPTION OF THE INCIDENT

Include any actions you took, any actions taken against you, your perception of the incident as it unfolded and details of any witnesses present.

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To the best of my knowledge this is a complete & accurate description of the events which took place.

### REPORT WRITTEN BY

<b>Signature</b>	
<b>Print Name</b>	
<b>Position</b>	
<b>Date</b>	

### DUTY MANAGER

<b>Signature</b>	
<b>Print Name</b>	
<b>Position</b>	
<b>Date</b>	