

DOCUMENTATION OF ORAL REPORT MADE TO LOCAL LAW ENFORCEMENT

Date \_\_\_\_\_

Threatened Staff Member's Name \_\_\_\_\_

Staff Member Making the Report \_\_\_\_\_ Time \_\_\_\_\_

This is to confirm my oral report of \_\_\_\_\_ 20\_\_\_\_, made in accordance with Policy 3362.01 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS.

What was the nature of the threat/act of intimidation/battery/harassment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How was threat discovered?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With whom have you discussed the threat?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional details  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report made to local law enforcement agency: \_\_\_\_\_

Name of worker taking report \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

6/13/23