



EAU CLAIRE COUNTY

Mutual Respect and Protection Incident Report

This form should be completed as soon as possible when an Eau Claire County employee determines that an incident has occurred in violation of the county policy on *Mutual Respect and Protection*. **It is the responsibility of management to ensure that all incidents are properly addressed.** The Eau Claire County Sheriff's Department shall be notified of all threats of physical violence.

Please note: This form is for reporting purposes only and is not intended to be used to judge an individual employee's action in addressing the situation.

Employee Information

Employee Name: _____ Today's Date: _____
Job Title: _____ Department: _____
Supervisor: _____

Details of Incident

Date of Incident: _____ Time of Incident: _____ am pm
Location of Incident: _____
Name(s) of person(s) involved in incident:

_____ Employee Public Other _____
_____ Employee Public Other _____
_____ Employee Public Other _____

Behavior Characteristics of Individual

- Disrespectful
- Threatening
- Condescending
- Indecent
- Profane
- Intimidation through violation of personal space
- Disorderly
- Physically Violent
- Other: _____

Details

Description of what happened and to whom:

How did the incident end? (ie. Individual left angry, law enforcement intervened, etc.)

Is there any previous history that you are aware of with this individual? Yes No

If yes, please explain

Details Continued

Is there anything that could be done to prevent this incident in the future? Yes No
If yes, please explain

Acknowledgement

Date Employee Notified Supervisor: _____

Employee Signature

Date

Supervisor Use

Note: The Supervisor has until the close of business the next day to submit to Department Head, Human Resources, and County Administrator.

Supervisor Actions/Comments:

Supervisor Signature

Date

cc: Department Head Employee Human Resources County Administrator

Supervisor Use

Note: The County Administrator or designee has five business days from receipt of the communication to address the incident upon review of all the facts relative to the case.

Administrative Actions/Comments:

Should this individual be seen in/around the courthouse, please contact the Sheriff's Department.

County Administrator Signature

Date

cc: Department Head Employee Human Resources

While the individual's behavior is a concern, we must also realize that as a citizen, he/she may have business to conduct inside the courthouse. While conducting business, he/she must abide by the conduct outlines in Eau Claire County policies.

If the individual identified in the report conducts business in a disruptive, threatening, or otherwise disorderly manner call the Sheriff's Department and report the activity. An officer will respond to your call.