

Writing an Incident Report

1. Use pen, not pencil
2. Make an entry for each day (even if nothing happened)
3. Make an entry for each day (even if closed)
4. You must date each entry and print your name legibly
5. Do not skip lines
6. If you make a mistake, do not erase anything. Make a line through the word and initial
7. Only state FACTS - do not include feelings and thoughts
8. Each entry should include: Who, What, When and Where

GOOD EXAMPLE

December 19, 2010. Not Open. John Doe

December 20, 2010. Tuesday at 3:00 PM, I John Doe was the bartender at Podunk Elks and observed guest Jane Doe not able to walk to the bathroom. She was having to hold onto the tables and tripped several times. When I talked to her she was slurring her words and could not keep her eyes opened. As the bartender, refused to serve her at 3:10 PM. I made sure I had the keys to her car, called a taxi and walked her to the taxi and paid for the transportation to her home at 3:30 PM. John Doe

December 21, 2010. No Incidents. John Doe

BAD EXAMPLE

March 1 we had a great dinner tonight, Jeff said the steak was cooked great - JD

March 4 – Julie was yelling and Jeff again. I don't know why they have to do that here all the time. In my opinion the two of them should seek counseling

April 16 Mark was once again drinking to much and yelling at everyone – I wish the board would do something about this issue, its been happening way to long! Joe