

INCIDENT #

Office Use Only



YOU MAY FAX THIS

REPORT TO

718.852.9891

## SCHOOL SAFETY DEPARTMENT INCIDENT REPORT

REPORT IMMEDIATELY all school-related incidents of any importance whatsoever that involve staff. Notify the principal and confirm that the principal has informed the Department of Education and NYPD/Division of School Safety. Send this Report to: Mr. Sterling Roberson at the UFT Safety Department, 52 Broadway, New York, NY 10004, 15th Floor. Also notify your District Representative.

SERIOUS INCIDENTS INVOLVING POLICE AND/OR HOSPITAL CALL: (212) 598-9287 IMMEDIATELY.

### Victim Information

Incident Date ..... Time of Incident .....  
 School ..... Region/Dist. ..... Location of Incident .....  
 Victim's Name ..... File# ..... Sex .....  
 Home Address ..... Home E-mail: .....  
 City ..... State ..... Zip .....  
 Home Phone ( ) ..... School Phone ( ) ..... Job Title .....

### Perpetrator Type — Circle number

1. STUDENT 2. SPECIAL ED STUDENT\* 3. PARENT 4. INTRUDER 5. OTHER

Alleged Perpetrator(s) if known

Name: ..... Sex: ..... Grade: ..... Age: .....  
 Name: ..... Sex: ..... Grade: ..... Age: .....  
 Name: ..... Sex: ..... Grade: ..... Age: .....

\*Please indicate category

### Type of Incident — Circle number. See reverse side for definitions.

1. ASSAULT 2. VERRAL HARASSMENT 3. LARCENY 4. DISORDERLY CONDUCT 5. ROBBERY  
 6. SEX OFFENSE 7. MENACING 8. CRIMINAL MISCHIEF 9. RECKLESS ENDANGERMENT  
 10. PHYSICAL HARASSMENT

Description of incident (use reverse side if necessary).

### Extent of Injuries — Circle number

1. NONE 2. SELF-TREATED 3. PERSONAL MD 4. EMERGENCY ROOM 5. HOSPITALIZED  
 6. OTHER (SPECIFY) .....

Describe Injury (use reverse side if necessary).

### Notification — Circle number

1. PRINCIPAL 2. POLICE 3. DISTRICT 4. BOARD INCIDENT REPORT  
 5. OTHER (SPECIFY) .....

### Disposition — Circle number

1. ARREST 2. YD CARD/SUMMONS 3. PRINCIPAL SUSPENSION 4. SUPERINTENDENT SUSPENSION  
 5. OTHER (SPECIFY) .....

### Stolen/Damaged Property

Description .....  
 Value \$ .....

### Witnesses

Name ..... Address .....  
 Name ..... Address .....

## Definitions of Incidents

## I. Assault

The intentional causing of physical injury (impairment of physical condition or substantial pain), to another person, with or without a weapon or dangerous instrument. Increase in degree with the seriousness of injury or weapon/instrument used. (M/F)

## 2. Verbal Harassment

Verbal threatening to strike, shove and kick. Also using abusive or obscene language or following a person in or about a public place, or engaging in a course of conduct which alarms or seriously annoys another person. (V/M)

### 3. Larceny

Wrongful taking, depriving or withholding property from another (no force involved). Victim may or may not be present. (M/F)

#### 4. Disorderly Conduct

Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent tumultuous or threatening behavior or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting of persons or creating hazardous conditions by an act which serves no legitimate purpose. (V)

## 5. Robbery

Forcible stealing of another's property by use of or threat of immediate physical force. (Victim is present and aware of theft.) (F)

## 6. Sex Offense

Rape: Sexual intercourse without consent. (F)  
Sodomy: Committed as in rape with deviant sexual act being committed. (M/F)  
Sexual Abuse: Subjecting another to sexual contact without consent. (M/F)  
Public Lewdness: Exposure of sexual organs to others. (M)

## 7. Menacing

Intentionally places or attempts to place another person in fear of imminent serious physical injury. (M)

## 8. Criminal Mischief

Intentional or reckless damaging of the property of another person without permission. (M/P)

## 9. Reckless Endangerment

Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury. (V/M)

## 10. Physical Harassment

Intentionally striking, shoving or kicking another, or subjecting another person to physical contact with NO resulting physical injury. (V/M)

V=Violation      F=Felony      M=Misdemeanor

**DESCRIPTION OF INCIDENT, *Continued***