



Historical Records Theft: Strategies for Prevention and Response

Incident Report Tips

The Incident Report Form:

- Provide only **factual** information. Opinions and feelings may negatively impact the credibility of the report.
- Be as **specific** as possible! For example, instead of describing the location as “Library,” it is better to write “11th Floor Lobby,” “Research Registration Desk” or “Research Table #4, Seat #7.”
- If you remember a specific detail, but don’t know where to include it or whether it is important, **write it into the event narrative** or on an additional page. Many important details seem insignificant at first, but may help later on.
- **Each staff member present** should complete and submit an incident report immediately after withdrawing from the incident.
- **Witnesses should be asked**, but cannot be forced, to complete an incident report
- Incident reports should **never** be completed in the presence of a Subject.
- Incident reports should **never** be written collectively or discussed; each person should complete an incident report without the assistance of others.

Questions to Consider When Writing the Narrative:

Who

- Was the Subject known?
- Was the Subject a Researcher? Staff member? Guest? Unknown?
- Who approached or interacted with the Subject, if anyone?
- Did the Subject sign or fill out any forms, at any time, while on the premises? Attach copies of these documents to your report.
- Was anyone with the Subject upon arrival or exit?
- Did the Subject(s) communicate with anyone? What was said?

What

- Which specific rules, if any, were violated?
- What specific items, boxes or collections of items were potentially effected during the incident?

When

- When did the Subject arrive?
- When did the incident occur?
- When did Staff become aware of the Subject or the Subject’s actions?

Where

- Where did the Subject enter the premises?
- Where did the incident occur?
- If the Subject left the premises, which exit was used?

How

- What did the Subject do prior to the incident?

- What tools or items were used by the Subject, if any, to facilitate the incident?
- Were materials concealed on the Subject and, if so, how/where?
- Did the Subject act violently, or threaten current or future violence?
- If the Subject left the premises, what was the direction of travel? Mode of transportation? Vehicle make, model, color or license plate information?
- Were any security mechanisms or physical facilities in disrepair prior to the incident?
- Were any security mechanisms or physical facilities breached during the incident?

Response

- Was the Subject approached? If so, how, when, and by who? Was there conversation? What was said?
- If the Subject engaged in inappropriate, illegal or other problem behavior, what actions were taken? Who took these actions?
- What was done, if anything, to secure items, boxes or collections of items during or after the incident? Who took these steps?
- Were efforts made to detain the Subject? Did the Subject comply?
- Was the Subject verbally or physically threatened? Was there violence or physical contact? By who?
- Was the incident documented via CCTV recording, video camera, or other method?
- Were any alarms triggered during the incident? If so, which? What was the response to alarms?
- If the incident resulted in damage, what steps have been taken to secure the physical facility or security mechanisms pending repairs?

Pleasant County Historical Society

Incident Report Form

Pleasant County Historical Society

Please provide *specific, factual, and detailed* information on the incident. Attach as many additional sheets as necessary. Submit complete reports to the Security Department/Security Officer immediately upon withdrawal from the incident. **Every staff member present at the time of incident should fill out a separate report for each Subject involved.** Witnesses should be asked to complete a report, but cannot be required to do so.

Section 1: Your Contact Information

1. Your Name, Title: _____
2. Telephone Number: _____ 3. Email: _____
4. Address: _____
5. List Other Witnesses (Staff or Non-Staff), with Names, Titles, and Contact Information, if available:

Section 2: Incident Information

6. Date Discovered: _____ 7. Time Discovered: _____ (AM)(PM)
8. Location of Incident: _____
9. Type of Incident (Choose all that apply):
- | | |
|---|--|
| <input type="checkbox"/> Accidental Removal | <input type="checkbox"/> Items Discovered Missing |
| <input type="checkbox"/> Suspected Theft | <input type="checkbox"/> Discovery of Improperly Organized Items |
| <input type="checkbox"/> Suspected Mutilation | <input type="checkbox"/> Research Room Rules Violation |
| <input type="checkbox"/> Confirmed Theft | <input type="checkbox"/> Suspicious Behavior |
| <input type="checkbox"/> Confirmed Mutilation | <input type="checkbox"/> Problem Patron/Researcher |
| <input type="checkbox"/> Attempted Theft | <input type="checkbox"/> Other |
| <input type="checkbox"/> Attempted Mutilation | |

Section 3: Incident Narrative

Please provide a *detailed* description of the incident, including names and roles of Staff and Witnesses, on additional pages. Sign these pages and attach them to this form prior to submission to the Security Department/Officer. Refer to Incident Report Tips, if needed.

Section 4: Actions Taken

10. Did **you** call the Security Officer?

Yes No

Time:

Contact Name and Title:

11. Did **you** call the Police?

Yes No

Time:

Contact Name and Title:

12. Did Police respond?

Yes No

Time:

Officer Name(s) and Title(s):

13. Did **you** file a Police Report?

Yes No

Report Number:

Contact Name and Title:

14. For Completion by Security Department/Officer:

Date Received:

Date Reviewed:

Date Completed:

Reviewed By:

Final Action(s):

Sign: Incident Report Author

Sign: Incident Report Reviewer

Sign: Security Officer