Rzone Incident Report

Parks and Recreation

Person making report - details

Name	Date reported	For City of London staff use only	
Daytime phone number	E-mail address	Title	Extension

Incident information

Date	Time	AM ☐	PM ☐	Location	Police called ◯ Yes ◯ No

Participants involved

Complainant   ☐ Same as person making report

Name	E-mail	Daytime phone number
Address		

Respondent

Name	E-mail	Daytime phone number
Address		

If there are more participants involved, please attach extra pages.

Type of incident (check all that apply)

☐ Harassment

☐ Physical assault/harm

☐ Possession of weapons

☐ Theft of property

☐ Threats

☐ Use of alcohol and/or drugs

☐ Vandalism

☐ Verbal assault

☐ Other, please specify:

Detailed description of the incident

Other relevant information

Other parties

Was anyone else made aware of the incident? If so, who?

Name	Daytime phone number	Address

Notified via: ☐ In person ☐ Phone ☐ E-mail ☐ Other, specify:

Name	Daytime phone number	Address

Notified via: ☐ In person ☐ Phone ☐ E-mail ☐ Other, specify:

If there are more individuals who have been made aware, please attach extra pages.

Witnesses of the incident

Name	Phone	E-mail

Address

Name	Phone	E-mail

Address

If there are more witnesses involved, please attach extra pages.

Send completed report to: Attn: Rzone, PO Box 5045, London, ON N6A 4L6 - Confidential -

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Action(s) taken:

☐ Verbal warning   Date:_____

☐ Letter of warning   Date:_____

☐ Trespass notice   Date:_____

Appeal

☐ Appeal started   Date:_____

Outcome:_____

☐ File closed   Date:_____

Name: _____   Title: _____

Signature:_____