



JONES CENTER

Harold Colbert Jones Memorial Community Center

220 E. 15th Street, Chicago Heights, IL 60411

(708) 757-5395

INCIDENT REPORT

INTRODUCTION:

Date of Report: _____

Person Filing Report: _____

Where Did the Incident Take Place? (Location i.e. in facility or off site, Specific Area of Building or Room)

When Did the Incident Occur?

Date: _____

Time: _____

Was this incident verbally communicated to a supervisor, either in person or by telephone?

Yes No

If yes, who verbally communicated incident? _____

To Whom was the incident communicated? _____

How was the incident communicated? Verbally Phone Call Text Email

INVESTIGATIVE PROCEDURE:

Please write a brief statement as to when the investigator was contacted, and when he or she arrived at the scene of the alleged incident. Include a list of the witnesses interviewed, including their titles, job classifications and date(s) of interviews. If applicable, include a list of physical evidence recovered and a list of documentary and demonstrative evidence used.

SUMMARY OF EVIDENCE:

Write a narrative of what happened and what evidence was used to support those conclusions.

FINDINGS: (To be completed by Executive Director or Board Member)

State the investigator's conclusion as to whether the allegations are substantiated, unsubstantiated or unfounded and the basis for the conclusion. If appropriate, the investigator's observations that agency policy was violated or other systematic problems that may have contributed to the abuse or neglect, if substantiated. This should be made in a separate paragraph, and it should be clear that it is not a finding on the allegations.

INCIDENT REPORTS:

The Harold Colbert Jones Memorial Community Center's (Jones Center) program, administrative and volunteer staff has the responsibility to inform the Executive Director and/or the Program Director of any and all incidents, events or information which may, could or will have a significant and/or negative impact on the integrity, liability and/or finances of Jones Center; its program operations, program sites, community and/or client relations, or the ability of Jones Center to deliver services at a level consistent with its philosophy for service provision to the client and the community.

A telephone/verbal report of all emergencies must be provided to the Executive Director and/or program coordinator immediately upon discovery.

A written report, from all involved/witnessing personnel, describing the details with accompanying documentation, must be submitted within 24 hours to the Executive Director; with copies to the appropriate coordinator.

The Executive Director is responsible for communicating with the President of the Board of Directors of Jones Center immediately, or within 48 hours maximum, providing all available details regarding the incident.