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## Incident Report Pocket Card



Set the scene: list the date, time, location, people present, post facility, correct forms, approximate times and time of tour



Describe what happened, or was happening, just before the incident or what may have contributed to it.



Tell the story, start to finish, including how long things took at each phase. Use as much space as you need.



Include details. Who said what exactly? Who did what and when? What was the incarcerated individual(s) or staff reaction?

***Refer to your agency policy for full information.***

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Add any identifying numbers (shield number, resident number, case number).



How did it end? What was the follow up? Who arrived? Were any injuries observed? Did you use force, or did you witness force?



*If force was used:* Why did I use it? What was happening? What, step by step, did I do? Others do? Type and extent of force used? Reaction of participants?

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