

APPENDIX K

Incident Report Form

Date: February 9, 2017

Time: 6:30 p.m.

PIC: Howard Griffin

Type of Incident

Disturbance Vandalism/Damage Theft
 Other (Explain):

Name of Library User (If known):

Address: _____

Telephone: _____

Signature of Library User: _____

If not known, please provide a general description of person (height, weight, gender, approximate age, clothing worn, etc.)

Black male; 5'10" – 6'0"; late twenties; dark t-shirt, jeans, sweatshirt

Description of Incident: About 6:30 p.m. on the second floor, three high school girls approached Christy Pickens at the IT desk, claiming a male was watching them and had left a note for them to contact him. Christy called Judy Brannigan over from the Adult Services Desk. She called in Howard Griffin, who was the person in charge and they both talked to the girls. The male could not be found in the library. The girls went back to their table and Judy went to a book discussion. The girls informed staff around 7:30 that the male had returned and Howard was called upstairs. Howard kept an eye on the male, but the male did not approach the girls again.

Action taken by staff member:

Howard Griffin stayed on the second floor for approximately 40 minutes and kept the male under observation. The male stayed at his table until closing time.

Library Director Mary Weimer upon hearing of this

disturbance, contacted the Orland Park Police Department
February 10, morning as a precaution.

At 3:29 pm 2/10/17, male patron came into library. Police contacted.
Three officers spoke to patron. No action taken.

Was the Police Department notified: _____ YES NO

✓ on 2-10-17

If yes, the Officer's name: officer Hartsock # 724

Did the Fire District respond? _____ YES NO

If yes, the Firefighter's name: _____

Witness(s) Report (if applicable):

Name: _____

Address: _____

Telephone: _____

Description of Incident: _____

Signature of Witness: _____

Names of all staff members involved:

Christy Pickens; Howard Griffin; Judy Brannigan

Signature of Person-In-Charge (PIC): Howard Griffin

Report filled out by Judy Brannigan

Judy Brannigan
Mary Weimar

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