

BRIDGEPORT PUBLIC LIBRARY INCIDENT TRACKING FORM

| DATE OF INCIDENT<br>(MM/DD/YY FORMAT) | TIME OF INCIDENT<br>(HH:MM AM/PM) | LOCATION OF INCIDENT (select from drop down menu) | TYPE OF INCIDENT (select from drop down menu) | TYPE IN WHICH LIBRARY STAFF WERE NOTIFIED (Ex. City Librarian, Coworkers, Dept./Branch Manager, etc.) | WAS LIBRARY SECURITY CALLED?<br>(select from drop down menu) | WAS EMS (FIRE/POLICE /AMBULANCE) CALLED?<br>(select from drop down menu) | STAFF REPORTER NAME (first and last) | WITNESSES STAFF/PATRONS | INCIDENT SUMMARY  |
|---------------------------------------|-----------------------------------|---|---|---|--|--|--------------------------------------|-------------------------|---|
| 07/05/23                              | 12:15pm                           | East Side   | Inappropriate Patron Behavior (violation of   | Dept. Manager   | No   | Yes  | Luis Rodriguez                       | Police officer          | Patron disruptiveness with loud voice.                          |
| 07/06/23                              | 3:00pm                            | North Branch                                      | Patron Illness or Injury                      | City Librarian  | Yes  | Yes  | Bina William                         | Dana, Monika, Isaac     | Patron homeless in library lobby, finding shelter               |
| 07/21/23                              | 1:00pm                            | Beardsley Parking Lot or Sidewalk area            | Patron Illness or Injury                      | Branch Manager  | No   | No   | Anna Knorovska                       | Victoria Bakus          | Patron fell on side walk of E. Main St. Library entrance        |
| 07/27/23                              | 4:41pm                            | Beardsley   | Inappropriate Patron Behavior (violation of   | Branch Manager  | No   | No   | Anna Knorovska                       | Andre Massa             | Computer monitor at Child PC6 damaged, by patron                |
| 07/27/23                              | 5:05pm                            | Burroughs-Circ Desk/Lobby                         | Inappropriate Patron Behavior (violation of   | Branch Manager  | No   | No   | Tanarha Smith                        | Greg Barnes             | Banded patron, in public bathroom, clogged up all four toilets. |