

BRIDGEPORT PUBLIC LIBRARY INCIDENT TRACKING FORM

| DATE OF INCIDENT (MM/DD/YY FORMAT) | TIME OF INCIDENT (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, Manager, etc.) | | WAS LIBRARY SECURITY CALLED? | WAS EMS (FIRE/POLICE/AMBUL ANCE) CALLED? | STAFF REPORTER NAME (first and last) | WITNESSES STAFF/PATRONS | INCIDENT SUMMARY |
|--|-----------------------------------|---|--|--|---------------------------------|---------------------------------|--|---|----------------------------|--|
| | | | | Dept./Branch | (select from drop down menu) | (select from drop down menu) | | | | |
| 01/12/22 | 4:56pm | Burroughs-Teen Center | | | | | No | Margaret Girgis | | |
| 07/01/22 | 3:30pm | | | Branch Manager | No | No | No | Nykia Eaddy | | Staff fell bottom of stairs walked away. |
| 08/05/22 | 11:30am | Burroughs-Circ Desk/Lobby | Patron Illness or Injury | Branch Manager | No | No | No | Sirila Lucero | | Patron fell in front of lobby stairs walked away |
| 08/05/22 | 11:30am | Burroughs-Circ Desk/Lobby | Patron Illness or Injury | Dept. Manager | No | No | No | Joyiesha Smoak | V. Bordeaux | Patron fell on stairs o.k. walked away |
| 08/12/22 | 11:30am-11:45am | | Inappropriate Patron Behavior (violatio | Dept. Manager | No | No | No | Robert Jefferies | Person in charge | |
| 08/13/22 | 11:00am | Burroughs-Children's Room | Inappropriate Patron Behavior (violatio | Asst. City Libraria | Yes | Yes | Yes | Anna Knorovska | Person in charge | |
| 08/18/22 | 1:00pm-3:15pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Dept. Manager | Yes | Yes | No | Adam Cleri | Security guard | |
| 08/22/22 | 11:20am | Burroughs-Circ Desk/Lobby | Patron Illness or Injury | Dept. Manager | Yes | Yes | Yes | Joyiesha Smoak | Person in charge | |
| 08/25/22 | 3:00pm | Burroughs-Children's Room | Patron Illness or Injury | Dept. Manager | No | No | No | Adam Cleri | | |
| 08/29/22 | 1:05pm | Newfield | Patron Illness or Injury | Branch Manager | No | No | No | Nykia Eaddy | | |
| 09/01/22 | 3:15pm - 5pm | Burroughs-Children's Room | Patron Illness or Injury | Dept. Manager | No | No | No | Adam Cleri | | Loud Patron |
| 09/06/22 | None | North Library | Inappropriate Patron Behavior (violatio | City Librarian | No | No | No | Paula Keegan | Library Office | |
| 09/06/22 | 3:15pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Branch Manager | No | No | No | Jeff Coutts | Others notify | |
| 09/07/22 | None | North Library | Patron Illness or Injury | Library Office | No | No | No | Paula Keegan | Others notify | |
| 09/09/22 | 12:30pm | Burroughs-Saden Office | Inappropriate Patron Behavior (violatio | City Librarian | Yes | No | No | Meg Rinn | Person in charge | Patron carrying blade in purse. |
| 09/12/22 | 12:30pm | Black Rock | Inappropriate Patron Behavior (violatio | City Librarian | No | No | No | Michel Jacobson | | |
| 09/26/22 | 4:00pm | Burroughs-Saden Office | Inappropriate Patron Behavior (violatio | Person in Charge | Yes | Yes | Yes | Adam Cleri | Sec, guard & Police | |
| 09/27/22 | 6:00pm | Newfield | Inappropriate Patron Behavior (violatio | Branch Manager | No | No | No | Nykia Eaddy | Others notify | |
| 10/05/22 | 6:00pm | Newfield | Staff Illness or Injury | Person in Charge | No | No | No | Nykia Eaddy | | |
| 10/20/2022 | 3:56pm | East Side | Inappropriate Patron Behavior (violatio | Branch Manager | No | No | No | Breta Hasimi | | |
| 10/28/2022 | 1:10pm | Newfield | Patron Illness or Injury | Branch Manager | No | No | No | Nykia Eaddy | | |
| 11/10/2022 | 2:30pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Person in Charge | No | No | No | Michael Hawkins | Adam Cleri | Patron Harassing women |
| 11/14/2022 | 3:35pm | Burroughs-Reference Room, | Building/Maintenance Issue | Person in Charge | No | No | No | Margaret Girgis | Dawn Berreira | Graffiti from Patrons |
| 11/15/2022 | 2:45pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Person in Charge | Yes | No | No | Adam Cleri | Kathryn guard & Robert J. | |
| 11/18/2022 | 10:15am | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Per in charge | Yes | No | No | Margaret Girgis | Adam Cleri | Disruptive Patron |
| 12/5/2022 | 12:50pm | Burroughs-Circ Desk/Lobby | Patron Illness or Injury | Person in Charge | No | Yes | Yes | Ana Tollinchi | Sirila Lucero | Patron having a seizure |
| 12/8/2022 | 4:50 AM | Newfield | Inappropriate Patron Behavior (violatio | of BPL Code of Condu | No | No | No | Nykia Eaddy | Alexis Young | Patron disruptiveveness |
| 12/8/2022 | 4:55pm | East Side | Inappropriate Patron Behavior (violatio | Branch Manager | No | Yes | Yes | Luis Rodriguez | Katrina Billings | Theft & computer damage |
| 12/12/2022 | 4:15pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Per in charge | No | No | No | Anna Knorovska | Meg Rinn | Patron relieving himself |
| 12/28/2022 | 2:00pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Person in Charge | No | No | No | Adam Cleri | Margaret Girgis | Patron use of Profanity |
| 01/26/23 | 7:00pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Person in Charge | No | No | No | Margaret Girgis | Robert Jefferies | Disruptive Patron |
| 01/26/23 | 7:00pm | Black Rock | Inappropriate Patron Behavior (violatio | Branch Manager | Yes | No | No | Michele Jacobson | Glenda Jones, secr | Phone theft |
| 02/13/23 | 12:45pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Person in Charge | No | No | No | Margaret Girgis | | Loud Patron |
| 02/14/23 | 3:00pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Person in Charge | Yes | Yes | Yes | Margaret Girgis | Kat, Meg & Elizabeth | Disruptive Patron |
| 03/02/23 | 4:35-5:00pm | Burroughs Parking Lot or Side | Crime(s) | Custodial on duty | Yes | Yes | Yes | Carlis Patrick | Katerine,Adam C.,Sirila L | Employee parking lot theft, nothing stolen. |
| 03/24/23 | 7:50pm | North Branch | Building/Maintenance Issue | Custodial on duty | No | Yes | Yes | Carlis Patrick | Fire Lieutenant | Gas Co. declares carbon monoxide leak |
| 03/28/23 | 4:30pm | East Side | Inappropriate Patron Behavior (violatio | Person in Charge | Yes | Yes | Yes | Luis Rodriguez | Katrina Billings,Sec.grd. | Drunk patron wanting to sleep in library. |
| 04/12/23 | 3:30 AM | Newfield | Inappropriate Patron Behavior (violatio | Branch Manager | No | No | No | Hassan Pooser | Nicholas Roman | Altercation w/and disruptive patrons |
| 04/12/23 | 3:50pm | Newfield | Inappropriate Patron Behavior (violatio | Branch Manager | No | No | No | Nykia Eaddy | Nicholas & Hasson | Patron disturbance and harassment of daughter |
| 04/12/23 | 3:30 - 4pm | Newfield | Inappropriate Patron Behavior (violatio | Branch Manager | No | No | No | Nicholas Roman | Hasson Pooser | Patron harassment and disturbing the peace |
| 04/17/23 | 5:30pm | Burroughs-Third Floor Commr | Staff Illness or Injury | Library Office | No | No | No | Gregory Barnes | David Otero | Staff received a deep cut/scratch on his left arm. |
| 04/18/23 | 1:50pm | East Side | Inappropriate Patron Behavior (violatio | Person in Charge | No | No | No | Shauna Neale | Luis Rodriguez | Patron stalking a staff member |
| 04/26/23 | 11:20am | Black Rock | Staff Illness or Injury | Branch Manager | No | No | No | Michele Jacobson | Jeff Coutts | Staff passed out - gashed in head injury |
| 05/10/23 | 1:35pm | Beardsley | Crime(s) | Branch Manager | Yes | No | No | Anna Knorovska | Phil security guard | Patron's bicycle stolen/bicycle theft. |
| 06/20/23 | 1:50pm | Burroughs-Circ Desk/Lobby | Inappropriate Patron Behavior (violatio | Dept. Manager | No | No | No | Carlis Patrick | Dawn Berreira | Patron complaint of custodian in ladies room. |
| 06/22/23 | 6:00pm | Burroughs-Reference Room, | Inappropriate Patron Behavior (violatio | Dept. Manager | No | No | No | Adam Cleri/D. Morales | Tanarha Smith | Patron complaints sleeping at desk/Library policy |
| 06/22/23 | 10:40am | Burroughs-Third Floor Commr | Staff Illness or Injury | Library Office | No | No | No | Sara Santos | Ana Felipe | Staff fell in supply closet bruised her left arm |
| 06/22/23 | 8:05pm | Newfield Parking Lot or Sidev | Inappropriate Patron Behavior (violatio | Person in Charge | No | No | No | Nykia Eaddy | Me'shy Stinton/S.Arevel | Suspicious suspect in car taking photo of staff |
| 07/05/23 | 12:15pm | East Side | Inappropriate Patron Behavior (violatio | Dept. Manager | No | Yes | Yes | Luis Rodriguez | Police officer | Patron disruptiveveness with loud voice. |
| 07/06/23 | 3:00pm | North Branch | Patron Illness or Injury | City Librarian | Yes | Yes | Yes | Bina William | Dana, Monika, Isaac | Patron homeless in library lobby, finding shelter |