

**Saddle Brook Recreation Department**  
**55 Mayhill Street**  
**Saddle Brook, NJ 07663**

**INCIDENT REPORT**

Person(s) involved in incident:

NAME:

PHONE:

EMAIL:

Description of incident:

Date:

Location:

Time:

Police Notified: YES NO

Incident details:

Incident Causes:

Follow up Recommendations:

Reported by:

Name:

Position:

Department:

Phone:

Email:

Incident reports are necessary for documenting details of an occurrence while they are mostly present in the minds of witnesses and incident reporters. The information that is included in the report can be useful in decision making on future incidents, identifying behavioral patterns and identifying larger issues. To maintain a safe and healthy environment for our children, a thorough investigation should be undertaken following an incident in order to initiate corrective actions.