

**HOUSE RULES  
FOR AMERICAN LEGION TIDEWATER POST 327, DEPARTMENT OF VIRGINIA**

**ARTICLE I GENERAL**

**Section 1. Applicable Statutes and Regulations**

- A. Statutes and licensing requirements of the Commonwealth of Virginia, the Virginia Office of Charitable and Regulatory Programs (OCRCP), the City of Norfolk, and other applicable government agencies having jurisdiction.
- B. Administrative implementation of the provisions of the Post Constitution and Bylaws by the Post Commander, Post Executive Committee and Membership.
- C. Other legally approved motions and resolutions of the Post Membership and/or Post Executive Committee.

**Section 2. Amendments**

- A. The House Committee will review the House Rules at least annually (by August) and recommend any changes to the Post Executive Committee.
- B. After review and changes (if any) by the House Committee, the Executive Committee will vote on the updated Proposed House Rules during the next Executive Committee meeting.
- C. All suggestions for changes to the House Rules should be submitted at least 10 business days prior to the next scheduled Executive Committee Meeting for the House Committee to review.
- D. Any part of the policies and procedures contained herein is subject to change without notice except where notice is prescribed by the Post Constitution and Bylaws or by approval of the Post Executive Committee.

**Section 3. The Facilities of the Post Home**

- A. The Post Home is for:
  - 1. The conduct of official American Legion programs and activities (meetings, veteran's programs and projects, patriotic holiday observances, etc.).
  - 2. Post fund raising activities (Special Events, Charitable Gaming, Karaoke, dances, dinners, hall rentals, private parties, etc.).

3. Use as a community facility by civic, youth and other non-profit organizations subject to the approval of the House Committee and the Club Manager. The House Calendar will be available to the House Committee at all times.
4. A social center for all members in good standing of the American Legion Family.

#### **Section 4. Conduct**

- A. The American Legion is a family organization, and the Club Room atmosphere will reflect a family orientation in which all Members of the Legion family and Guests will be able to feel comfortable.
- B. The image of the American Legion, Tidewater Post #327, and our reputation within the community is of paramount importance and requires proper conduct on the part of Members, Guests, and Visitors. The use of the Club Room and other areas of the Post Home is a privilege and is subject to probation, suspension, or revocation for conduct not in keeping with that image.
- C. All provisions of the Commonwealth of Virginia Alcoholic Beverage Control (ABC) Board and all other laws of the Commonwealth of Virginia governing Charitable Gaming are to be complied with by all Members, Guests, Visitors, and Employees.
- D. Minimum standards of legal or illegal drugs or substances will be set to that of Active-Duty Military personnel. Absolutely no substances or drugs illegal to Active-Duty Military personnel will be inhaled or otherwise ingested within the property lines of the Post Home. Any violation is considered a major offence and punishable as defined in Article VI Paragraph N.
- E. The only firearms allowed on the Post Home premises are the ceremonial rifles used by the 2<sup>nd</sup> District Honor Guard, non-functioning ceremonial arms used by groups renting the use of the Meeting Hall and those carried by law enforcement on duty or personnel in an official capacity.
- F. For every moment of silence in the Meeting Hall (i.e., during Post Everlasting) the jukebox and all TVs will be muted and all the people in the Club Room will observe the moment of silence.

#### **ARTICLE II DEFINITIONS**

- A. Member – any Legionnaire, American Legion Auxiliary, or Son of the American Legion in good standing (dues paid for the current year) with Tidewater Post #327.
- B. Visiting Member – any person that is a Member in good Standing of any other American Legion Post or their subordinate organizations.

- C. Minor – any person declared a minor within the meaning of the Commonwealth of Virginia ABC laws, which currently is “the day prior to their 21<sup>st</sup> birthday.”
- D. Visiting Teams – any group whose members are of a league or sporting event coming into Post #327 for the purpose of competing in scheduled matches with a Post #327 team.
- E. Guest – anyone who is not a Legion member of Tidewater Post #327, American Legion Auxiliary, and Sons of the American Legion or a member of any other Post, Unit, or squadron.
- F. Post Home – all the premises and grounds utilized by Tidewater post #327, including any building(s) thereon. The primary building is composed of the following areas:
  - a. Club Room – location of the bar, pool tables, and charitable gaming machines.
  - b. Meeting Hall – area of the Post Home that can be rented out for functions by Members or sponsored non-members.
  - c. Post Offices – areas where administrative business for the Post, the Post Auxiliary, the Sons of the American Legion, and the American Legion Riders Chapter #327 is conducted.
  - d. Food spaces – the kitchen, pantry, walk-in refrigerator, and dry food storage areas.
  - e. Lockers -lockers are located in the gaming area and the passageway between the walk-in refrigerator and the hall to the restrooms.
- G. House Committee – consists of the Third Vice Commander (the chair of the committee), the Second Vice Commander and the Executive Board.
- H. Third Vice Commander – elected by the Post annually and is responsible for the Post property, buildings and their maintenance and operation. The Club Manager works for the Post and directly reports to the Third Vice Commander.
- I. Second Vice Commander – elected by the Post annually. As this office is responsible for ensuring the observance of each patriotic holiday and the entertainment of the Post, he/she will ensure the Post resources are prepared and utilized to the best ability for all functions. He/she will ensure that all requests for ABC extensions utilizing the Pavilion or other Post Home areas are filed at least three weeks prior to the event.
- J. Executive Board – composed of three Post members voted in as part of the Executive Committee who are not Officers as defined in the American Legion Post #327 By-Laws, Section 1.

- K. Management – The Club Manager, Assistant Club Manager, the Post Commander, the Third and Second Vice Commanders, the Bartender/ABC Manager on duty and the three Executive Board members.
- L. Club Manager – a Post employee hired by the majority vote of 1) the Post Commander, 2) the 2<sup>nd</sup> Vice Commander, and 3) the 3<sup>rd</sup> Vice Commander. This person must be able to be bonded. He/she will oversee the daily administrative and logistic operations of the Club Room and the Post Home. The Third Vice Commander is responsible for the proper and effective maintenance and operation of the Post Home and associated grounds, including the Club Room operations and functions. As such, the Club Manager is responsible to the Third Vice Commander. The Executive Committee will be notified of the hiring of the Club Manager.
- M. Assistant Club Manager – The Club Manager will accept and vet applications and then submit the potential Assistant Club Manager’s names, applications and vetting information to the House Committee to vote on the hiring of the person. This person must be able to be bonded. He/she will assist the Club Manager and be able to take over for the Club Manager should the requirement be needed.
- N. Bartender/ABC Manager – The Club Manager will accept and vet applications and then submit the potential Bartender/ABC Manager’s names, applications and vetting information to the House Committee to vote on the hiring of the person. This person is responsible for all operations of the Club Room during their shift and has the authority of the Club Manager in the absence of the Club Manager.
- O. Food Service Manager – The Club Manager will accept and vet applications and then submit the potential Food Service Manager’s names, applications and vetting information to the House Committee to vote on the hiring of the person. He/she will be certified in accordance with the requirements of the Commonwealth of Virginia Health Authority and will have a valid Food Handlers Certification as required by 12VAC-421-55 of the Code of Virginia. This person is responsible for enforcing the Food Service Regulations of the City of Norfolk and the Commonwealth of Virginia.
- P. Food Service Member – any person certified in accordance with the requirements of the Commonwealth of Virginia Health Authority and who has a valid Food Handlers Card on file with the Food Service Manager and Club Manager. These personnel report to the Food Service Manager.
- Q. Employee – The Club Manager will accept applications for all employees, who will vet and process the names, applications and vetting information to the House Committee to vote on acceptance or denial. He/she receives paid compensation from the Post. Contractors or paid entertainment are not considered employees. No employee may be a member of the Executive Committee.
- R. Write-ups – a report form as prescribed by the House Committee to be completed for violations of rules and regulations (see enclosure (1) Incident Report).

- S. Restricted areas – alcoholic beverages are prohibited from being taken out of the main building front doors or outside the pavilion area. Alcoholic beverages are strictly prohibited in the front parking lot and flag ceremony area. The only exception will be authorized deliveries to the house bar(s). Only person(s) authorized by the Bartender/ABC Manager are permitted behind the bar to handle unpurchased alcoholic beverages. At no time will a person who has consumed alcohol reach into a cooler behind the bar, give a patron an alcoholic beverage or in any way appear to be serving anybody. The Bartender/ABC Manager may request assistance with bringing alcohol from a storage area to the bar, but only the Bartender/ABC Manager will restock the bar or handle alcohol for customers. Only the Food Manager, Bartender/ABC Manager and Cooks are permitted to authorize personnel in the kitchen, walk-in cooler, and dry storage areas.
- T. Meeting Hall – the area of the Post Home on the right side upon entering the main door. This is the place where meetings and special events are held.

### **ARTICLE III ADMITTANCE**

- A. Post Member in good standing of Post #327, including Auxiliary Unit #327 and the Sons of the American Legion #327. Upon request of the Club Manager, Bartender/ABC Manager, or any Executive Committee member, the Member must show a current membership card and picture ID.
- B. Visiting Members must sign in as guests on the guest log with their Post number listed in the Sponsor block. Guests of Visiting Members will have the Visiting Member listed in the Sponsor block.
- C. Post-at-Large members (Post #141) may enter the Club Room by showing a current Post #141 membership and signing the guest log.
- D. Guests may be allowed in the Club Room. See Article V Section A for Guest rules.
- E. No pets, with the exception of documented service dogs, are allowed within the Post Home at any time.
- F. With the exception of Members, no one under the age of 18 will be admitted to the Club Room without a parent, guardian, or responsible adult.

### **ARTICLE IV SMOKING POLICY**

- A. All areas except the Club Room are non-smoking areas at all times within the building.

- B. Smoking is allowed only in the Club Room of the Post Home. It is restricted to the gaming machine area during:
  - a. Sunday breakfast.
  - b. meals advertised on the Post's monthly calendar.
- C. Cigars and pipes are not allowed to be smoked in the Club Room or anywhere within any building of the Post Home.

## ARTICLE V GUESTS AND VISITING TEAMS

### A. GUESTS

- a. All Guests of any age will be registered (all entries on the register MUST be legible) in the guest register controlled by the Bartender/ABC Manager on duty located behind the bar. All Guests must be escorted into the Post Home by a Member.
- b. Sponsors are responsible for the conduct of their Guests at all times. A violation of the House Rules by a Guest will be considered as a violation by the Guest's sponsor Member.
- c. When a Member leaves the Post Home, all of the Member's Guests are also required to leave. Guests may remain only if another Member re-signs them in the guest log.
- d. A Guest who qualifies for membership, and lives in the local area, is limited to one visit per month with the exception of Special Events.
- e. A non-qualifying Guest has no restrictions on the number of times they can visit the Post Home.
- f. Each Member may sponsor up to 15 guests. A Member who would like to have more than 15 guests will notify a House Committee member at least 7 days in advance. If not, the Bartender/ABC Manager at the time has the sole discretion of allowing the Member to sponsor more than 15 people.
- g. Guests attending a private rental function in the Meeting Hall are prohibited from the Club Room unless accompanied by a Member or are a Member themselves.
- h. If alcohol is served or available in the Meeting Hall, all guests of Special Events must sign the guest log.

### B. VISITING TEAMS

- a. All players (and their guests, one per player) must be brought into the Post Home by a Member of the Home Team and signed in the Guest Log by a Home Team Member.
- b. Any violation of Club Room rules may result in the Guest being asked to leave the premises.
- c. Visiting Teams and their Guests may remain in the Club Room after the completion of their matches at the discretion of the Bartender/ABC Manager, provided that a Member sponsor is present. They may re-sign in under another Member.

#### **ARTICLE VI MISCONDUCT AND DISCIPLINE**

- A. Any person (Member, Visiting Member or Guest) may be refused service and will be required to vacate the Post upon committing any act not in the best interest of the Post. Acts such as (but not limited to):
  - a. Aggressive vulgar or obscene language.
  - b. Aggressive vulgar or obscene hand gestures.
  - c. Public display of disrespect toward a Post Officer, Member, Employee, or Guest.
  - d. Immoral or indecent acts.
  - e. Removal of an open alcoholic beverage from the Post Club Room and/or Meeting Hall.
  - f. Any other act of unbecoming conduct, not listed, will be specified in a write-up.
- B. Any event or action (mechanical, electrical, or behavioral) that disrupts the normal operations of the Club Room or causes a crisis is considered an incident. Mechanical and electrical examples of these are: power failure, failure of AC/heating unit, broken door locks, unsanitary conditions, safety-related issues, medical issues, etc. Examples of behavioral misconduct are failure to comply with the House Rules, first responders response, excessive profanity, vulgarity, discrimination, etc.
- C. When such conditions occur, the Bartender/ABC Manager on duty and persons witnessing the event will write out an Incident Report in detail, ensuring the “Who, What, Where, When, Why and How” are clearly defined.
  - a. In all cases, the Bartender/ABC Manager will ensure the written Incident Report(s) is/are turned in to the Club Manager by the next morning and the Club Manager will ensure the Third Vice Commander receives a copy of the Incident Report(s) within 24 hours. The Third Vice Commander will ensure the Commander is updated on the report’s status until a resolution is reached.

- b. If the matter is safety or security related, the Club Manager and the Third Vice Commander will be notified as soon as possible (Medical or other attention should be first as necessary). If the condition requires further corrective action, the Post Commander will be notified as soon as possible.
- D. All suggestions concerning the Post, its management, Employees, Members, or their Guests will be in writing. They may be dropped off in the Suggestion box on the left side of the door to the Club Room or presented to the Club Manager, any Executive Committee member, or the Post Commander.
- E. Complaints:
  - a. A complaint against the Commander will go directly to the First Vice Commander only, and the First Vice Commander will inform the JAG immediately.
  - b. A complaint against the Third Vice Commander will go directly to the Post Commander only, and the Post Commander will inform the JAG.
  - c. Complaints of discrimination or misconduct should be immediately forwarded to the Third Vice Commander.
  - d. All other complaints should be given to the Club Manager, the Third Vice Commander, or the Post Commander.
- F. The House Committee will review the situation (Executive Committee if against the Commander or Third Vice Commander), interview witnesses, recommend proposed corrective actions and notify the individuals involved via a letter signed by the Third Vice Commander (Post Commander if against the Third Vice Commander, and First Vice Commander and JAG if against the Commander) with a copy to the Adjutant. This letter will identify the issues, explain the corrective action, and provide instructions for an appeal.
- G. The Bartender/ABC Manager on duty (or Club Manager if present) has the final authority in the operation of the Club Room with respect to patrons' conduct including enforcement of ABC regulation and Post #327 House Rules. The Bartender/ABC Manager's authority includes refusing service to a Member, Visiting Member, Guest or Visiting Team member, or requiring the person(s) to leave the Post Home if, in the judgement of the Bartender/ABC Manager, their conduct or behavior is unacceptable or in violation of the ABC regulations or the House Rules.
- H. The Food Manager's authority includes refusing service to a Member, Visiting Member, Guest or Visiting Team member in the judgement of the Food Manager, their conduct or behavior is unacceptable.



- I. Members and Guests will not intentionally intrude in areas of the Post Home facilities in use by private rentals nor interfere with such activities in any way.
- J. Post Home is primarily for the use of our Members. However, any violation of the House Rules or Post Regulations by Members or Guests could result in probation, suspension, or more severe actions, ranging from one day to a lifetime ban from the Club Room depending on the seriousness of the violation.
- K. Members who have suggestions that they believe will improve how we service our membership or to improve the Post's outreach to the surrounding community should submit it by email to [AMLG327@yahoo.com](mailto:AMLG327@yahoo.com).
- L. The Bartender/ABC Manager must enforce all House Rules. She/he retains the right to question the membership status of any person present in the Post. The Bartender/ABC Manager has the authority to refuse service to any person in violation of the House Rules. **The Bartender/ABC Manager is legally obligated to refuse service to any person who appears intoxicated and/or incoherent.** Persons entering the Post in this condition will immediately be refused service and asked to vacate the Post. The Bartender/ABC Manager may request the help of any Post Executive Committee member to assist in the enforcement of the House Rules. If an Executive Committee member is not available to help, the Bartender/ABC Manager may request the help of another Post Member.

#### M. Major Offenses

- a. Any act or physical violence that results in, or could have resulted in, injury to person(s) on Post property.
- b. Any act of intentional and/or malicious damage to Post or personal property.
- c. Any act, or contribution to such an act, that could potentially result in legal liabilities to the Post and/or its Members (inclusive of any violation of State or Federal statutes and statutes governing sexual harassment).
- d. Any theft or unlawful taking of any currency or legal tender, bar drink chips, Club or Post property, consumables, or beverages.
- e. Intentional unlawful threats, by word (including Post #327 social media) or act, to do violence to any Member, Guest, or Employee.

#### N. Major Penalties

- a. First Offence: One year suspension of Club Room privileges followed by three years of probation.
- b. Second Offence: Permanent revocation of Club Room privileges. The House Committee will refer both First and Second Offences to the Executive Committee

for possible permanent revocation of Post membership by authority and procedure as outlined in the Constitution and By-Laws of the American Legion Department of Virginia Article VII sections 1 through 18.

- c. Where the offence involves damage to Post property, restitution will be completed prior to restoration of Club Room privileges. In the event of a permanent revocation of Club Room privileges, if restitution is not made in a timely manner, the Post may seek restitution through legal means.
- d. The above penalties do not preclude the filing of additional criminal or civil charges under the City of Norfolk and/or the Commonwealth of Virginia applicable statutes, or penalties imposed under those statutes.
- e. After a disciplinary hearing is held on the charged offense, the House Committee may, in its discretion, modify the penalties (to lesser or greater degree) identified for a First Offense.

#### O. Minor Offenses

- a. Any infraction of the rules and regulations not categorized as a major offense.
- b. Any person who uses verbal outbursts of vulgar and/or profane language and resorts to conduct unbecoming of a Member.
- c. Uncontrollable demeanor and actions due to intoxication by a Member resulting in conduct unbecoming a Member.
- d. Any posting on Post #327 social media sites that is unbecoming of a Member, or attacks or negatively references a Member.

#### P. Minor Penalties

- a. Immediate temporary suspension upon written letter by the Third Vice Commander on the incident, until review by the House Committee.
- b. First Offense: Up to thirty days suspension (temporary suspension time included) of Club Room privileges followed by six months of probation. After a disciplinary hearing is held on the charge, the House Committee may, in its discretion, issue a written reprimand as the First Offense penalty. A Member may only receive one written reprimand, and the next offense charged will be recognized and considered as a Second Offense.
- c. Second Offense: Up to ninety days suspension of Club privileges followed by six months of probation. The First Offense may affect the resolution of this Second Offense.

- d. Third Offense: will be elevated to a Major Offense. All previous offences will be taken into consideration in this case.
- Q. Discipline Hearing – Any person written up for an offense has the right to appear at a hearing held by the House Committee on the charge(s) filed.
- a. The accused may bring written documentation to support his/her case. The House Committee will assess all reports submitted and testimony received before rendering their findings. In the event the accused is the Commander then the JAG and the First Vice Commander will appoint a Post Member as Commander pro tem and the hearing will be held before the Executive Committee. All hearings will be taken full term whereby penalties will be imposed, charges will be dismissed, or the case will be forwarded to a higher authority. In the case of a dismissal, the charge will not be considered in the penalty phase of any subsequent charge filed. All decisions made by the House (or Executive Committee in a case against the Commander) for violation of the House Rules and Regulations are final unless an Appeal is requested.
  - b. If a hearing is not scheduled within 30 days, due solely to the House Committee (or the Executive committee in the case of the Commander) all charges will be filed with the suspension lifted.

#### **ARTICLE VII APPEALS**

- A. A Disciplinary Letter to the offender will provide instructions for appeal of the House Committee's decisions. Upon receipt of such an appeal by the House Committee, arrangements will be made for an Executive Committee review. The decision of the Executive Committee will be final.

#### **ARTICLE VIII LOCKERS**

- A. Lockers are Members only and are rented out annually through December 31<sup>st</sup> of each year.
- B. Rental of a locker requires the member to provide contact information to include, but not limited to,:
  - a. Name as it appears on their membership card
  - b. Phone number (multiple numbers are not necessary but recommended)
  - c. Email address (personal at least, business recommended as well)

- C. Lockers may be used by more than one person, but only one Member's name will be listed for the locker.
- D. If all lockers are being rented, there will be a locker rental list that a member may put their name on to get the next available locker.
- E. If a Member is giving up a locker, the Member may not "turn it over" to another Member. The locker will go to the first Member on the locker waiting list, no matter the time of the year.
- F. If the locker fee is not renewed by December 31<sup>st</sup>, the Club will attempt to contact the Member. If the Member does not respond by January 31<sup>st</sup>, the locker contents will be removed and the locker will then go to the first available name on the locker list. The contents will be disposed of.

### **ARTICLE IX SERVICE AND BEVERAGES**

- A. The Bartender/ABC Manager reserves the right to refuse service to anyone.
- B. Members, Visiting Members, Visiting Teams and Guests cannot bring beer from an outside source (home, ABC store, etc.) into the Club Room. Members may only bring liquor provided the bottle is put behind the bar with the Member's full name (as printed on their membership card) and the date the bottle was brought into the Club Room. Only two bottles of liquor may be stored in the Club Room behind the bar for up to 90 days. Any bottles stored over 90 days will be removed from the Club Room and the Member will be notified to collect their liquor. Any bottles not claimed within 14 days will be disposed of and recorded in a log.
- C. Any wine may be brought in by Members, Visiting Members, Visiting Teams and Guests. An uncorking fee will be charged. The current fee will be listed behind the bar.
- D. Open containers of alcoholic beverages sold by Post #327 will not be carried out of the Club Room or Meeting Hall or out of any area approved for an event. No alcoholic beverages are authorized in the bathrooms, kitchen or food or dry storage areas.
- E. During patriotic observances such as Post Everlasting, Flag Day, Memorial Day, and any other day deemed appropriate by the Commander or his/her representative, the Club Room may be closed, or music shut down during the time in which these events are occurring.
- F. The Club Room will be closed as deemed necessary by the Club Manager and/or the Third Vice Commander, i.e., deep cleaning, Staff meetings, etc.
- G. On occasion, somebody will buy "a round for the house" which is a beverage of each person's choosing. The beverage will not be served at that time. Instead, a colored chip

will be given to each person for which the round was bought. The chip values correspond as listed currently on the "chip boards" held behind the bar.

- H. The Bartender/ABC Manager will hand out the colored chips while keeping a running total. Once the chips have been handed out to those for which the round was bought, the bartender will present the quantity of each of the chips handed out, and the total dollar amount, to the person who bought the round. People may then submit their chip(s) to the bartender for their drink(s).
- I. The colored chips may also be bought by Members for use at a later date or time, or to give out to other people.
- J. Employees are authorized up to \$15 compensation for food and soda/bottled water while working. Drink mixers (orange juice, pineapple juice, etc.) are not compensated.

#### **ARTICLE X DRESS CODE**

- A. The following standards of dress apply to Members, Visiting Members, Visiting Teams and Guests. Any clothing deemed inappropriate by management is not permitted. This would include (but is not limited to) clothing that is overly suggestive or revealing or to be in generally bad taste. Management has the authority to refuse service and request the departure from the Post Home of anyone who is not dressed appropriately. Any outerwear with vulgar or offensive slogans is not permitted in the Post Home. All Members, Visitors and Guests are expected to dress so as not to offend or embarrass any other Member, Visitor or Guest.

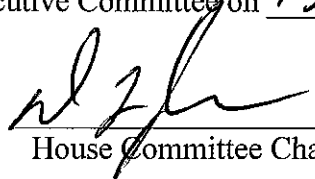
#### **ARTICLE XI GAMING AND ENTERTAINMENT**

- A. Members, Visiting Members, Visiting Teams and Guests must be 18 years of age or older to purchase paper pull-tabs, and no individual younger than 21 years of age shall play any electronic gaming device or electronic game or redeem anything from the play of such a device or game as per the Code of Virginia (11VAC20-20-60 F).
- B. A person may play only one machine at any time.
- C. When the Bartender/ABC Manager calls "Last Call," all people must cash out of all machines.
- D. Game winnings not claimed within 30 days of the close of the game become the property of Post #327.
- E. The pool table and video game devices are for entertainment purposes only and illegal gambling in any form is not permitted.

- F. The volume level for the jukebox and the TVs will be adjusted and controlled by management only. The Bartender/ABC Manager should try to serve the interests of the majority. Another program on another TV may be viewed but the volume should be muted or adjusted.
  
- G. If the jukebox is being played, the volume on the TVs should be adjusted or muted. The Bartender/ABC Manager on duty will decide (upon input of the people present) the viewing material and will refrain from material that the members have little or no interest in watching. On some occasions, the jukebox should be turned off so the members can enjoy a specific televised event.

The above House Rules were approved by the Executive Committee on 13 Feb 2024.

  
\_\_\_\_\_  
Post Commander

  
\_\_\_\_\_  
House Committee Chairman



**INJURIES**

Was anyone injured?  Yes  No

If yes, describe the injuries: \_\_\_\_\_

**WITNESSES**

Were there witnesses to the incident?  Yes  No

If yes, enter the witnesses' names and contact info: \_\_\_\_\_

**POLICE / MEDICAL SERVICES**

Police/Paramedical Notified?  Yes  No      If yes, was a report filed?  Yes  No

Was medical treatment provided?  Yes  No  Refused

If yes, where was medical treatment provided?  On site  Hospital  Other: \_\_\_\_\_

**PERSON FILING REPORT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**OFFICE USE ONLY**

Report received by: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up action taken: \_\_\_\_\_  
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