



RASC Hamilton Centre Incident Report Form

The RASC Hamilton Centre aims to be accessible and responsive to any reported incidents.

For all incidents, it is best to make a written report as soon as possible after the incident. Timely reporting and investigation helps to prevent further incidents.

The written report should include as many details of the incident as possible, including the name of the Alleged Offender; the date(s) time(s) and location(s) of the incident; the nature and specific details of the conduct reported; and any physical or verbal interaction between the Complainant and the Alleged Offender. A Complainant should include any documentary evidence and names of any witnesses, if available. The written report may also suggest the discipline that the Complainant proposes be imposed to remedy the situation.

Individual or group reporting the incident:

Full Name: _____ Phone: _____

Email: _____

Were you involved in the incident? Yes No

Incident report:

Please provide all the details of the incident in the space below. Should you need more space you may use the supplemental pages at the end of this report.

Supplemental pages can be found at the end of this form

Ideal Outcome:

Please indicate the proposed remedy or what would be an ideal outcome:

Incident Submission:

In Person – you can provide this form to a Hamilton RASC Board member

Email – incident@hamiltonrasc.ca

Mail – Send the completed Incident Report Form to the RASC Hamilton Centre at:

RASC Hamilton Centre
17 Main St. N. Box 969
Waterdown, ON L0R 2H0

Incident report:

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

(Signature)

Date: _____
(mm/dd/yyyy)

Supplemental Incident Reporting Area:

Empty reporting area for supplemental incident details.