

Incident Report

Date: 2025-06-11T18:21:12.629546

Reported by: N/A

Store: 2

Tags:

Description:

Man throws bottle at employee. Trespass notice needed.

AI Summary:

If a person has thrown a bottle at an employee on your property, it's important to handle the situation carefully and appropriately. Here are the steps you might consider taking:

1. ****Ensure Safety****: First and foremost, ensure that the employee and anyone else involved are safe. Provide any necessary medical attention immediately.
2. ****Document the Incident****: Gather as much information as possible about the incident. This includes taking notes about what happened, collecting any available evidence such as video footage, and getting statements from witnesses.
3. ****Contact Authorities****: Depending on the severity of the incident, you may need to contact the police to report the assault. They can also assist in removing the individual from the premises if they are still present.
4. ****Issue a Trespass Notice****:
 - ****Consult Legal Advice****: It may be beneficial to consult with legal counsel to ensure that you are

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following the correct legal procedures for your jurisdiction.

- **Draft the Notice**: Prepare a written trespass notice. This document should include:

- The name and address of the individual being banned.
- A clear statement that they are not permitted to enter your property.
- The duration of the ban, if applicable.
- The consequences of violating the trespass notice (e.g., police involvement).

- **Delivery**: Ensure the notice is delivered to the individual. This can be done in person, via mail, or through law enforcement, depending on your local laws.

5. **Review Policies**: Take this opportunity to review your workplace safety and security policies. Consider any additional measures that can help prevent similar incidents in the future.

6. **Provide Support to Employees**: Offer support to the affected employee(s), whether through counseling services or other means, to help them recover from the incident.

7. **Follow Up**: Keep track of any further developments related to the incident. Ensure that all employees are aware of the trespass notice and understand the protocol if the banned individual returns.

Remember, the specific steps you take may vary depending on local laws and regulations, so it's important to ensure compliance with those when proceeding.

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