JEFFERSON COUNTY
SECURITY INCIDENT REPORT

This report should be completed by the person reporting or involved in the incident, or the person's supervisor/manager not later than the end of the business day following the incident. The report will be delivered to the Security Manager, 800 Jefferson County Parkway, Golden, CO 80401 ***OR*** sent via Email to stroop@jeffco.us.

This report is not a substitute for a report to or by a law enforcement agency when such notification and/or report are warranted.

For this report, a SECURITY INCIDENT is defined as:

- An incident placing a person or property at risk that requires action by law enforcement authorities or security officers at a County facility whether they were summoned or not, ***OR***
- An incident placing a person at risk involving an on-duty County employee while on County property ***or*** during the performance of their official duties. This includes parking facilities, or while walking to or from an off-site parking facility to start or end a workday, ***OR***
- An incident of a suspicious or unusual nature on County property that may place people or property at risk.

DATE OCCURRED: ____/____/____ DAY OF WEEK: _____ TIME: _____ a.m. / p.m.

COUNTY DEPARTMENT REPORTING INCIDENT: _____

ADDRESS OF FACILITY: _____

ADDRESS OF INCIDENT: _____
(If different from above)

CODE FOR TYPE OF INCIDENT REPORTED: _____
(i.e., C2 = Arson of a County vehicle. See Code Reference pages for complete list.)

Is the VICTIM a County employee?	Yes __ No __	Name: _____
Is the SUSPECT a County employee?	Yes __ No __	Name: _____
Was there an act of VIOLENCE?	Yes __ No __	
Was there an act of DOMESTIC VIOLENCE?	Yes __ No __	
Did the victim sustain INJURIES?	Yes __ No __	Describe: _____
Verbal or written THREAT of violence?	Yes __ No __	
Was LAW ENFORCEMENT called?	Yes __ No __	
Was an ARREST made?	Yes __ No __	

RESPONDING LAW ENFORCEMENT AGENCY: _____

LAW ENFORCEMENT REPORT NUMBER: _____

PROVIDE A DESCRIPTION OF THE INCIDENT ON PAGE 2. INCLUDE NAME AND DAY PHONE # OF WITNESSES.
ATTACH ANY SUPPORTING DOCUMENTS AND/OR COPIES OF LAW ENFORCEMENT REPORTS AND/OR COPIES OF OTHER COUNTY REPORTS.

SECURITY INCIDENT REPORT

DESCRIPTION OF INCIDENT:

REPORTED BY: _____ DAY PHONE #: _____

SPVR/MNGR: _____ DAY PHONE #: _____

SUPERVISOR/MANAGER: Check next to the actions taken by you to enhance the safety of affected employee(s). All of the actions listed below should be considered when dealing with an act or threat of violence, though some may not be required due to the nature of the incident.

__ Separate parties involved in incident
__ Offer and/or obtain medical treatment
__ Modify parking assignments/arrangements for closer access to building entrance
__ Offer employee(s) escort to their vehicle
__ Offer employee(s) the services of the County Employee Assistance Program
__ Request law enforcement check of work location and/or residence of employee(s)
__ Refer employee(s) to Human Resources in instance of workplace violence concerns
__ Contact the Security Manager via telephone at (303) 271-5685
__ Attach copies of written statements or persons involved and/or witnesses
__ Other actions taken: (Describe below)

SPVR/MNGR: _____ DAY PHONE #: _____

CODE REFERENCE FOR SECURITY INCIDENT REPORT

A. Disturbance: No actual crime need be committed. The disruption of business is a disturbance.

1. Disturbance of a County employee or facility operations
2. Disturbance created by a County employee and/or their spouse involving a “domestic matter”
3. Disturbance created by a County employee with another person
4. Disturbance not involving County employees
5. Stalking involving a County employee
6. Threats (verbal or written) to a County employee or facility

B. Burglary: Unlawful entering or remaining in a building with intent to commit a crime therein.

1. Burglary of a County building/facility
2. Burglary of a County owned/operated vending machine
3. Attempted burglary - force used but no entry into building or vending machine
4. Burglary alarm – alarm activated but no evidence of crime

C. Theft of or from a vehicle

1. Theft of a County vehicle
2. Theft of a private vehicle
3. Theft from a County vehicle
4. Theft from a private vehicle

D. Theft not involving a vehicle

1. Theft of County property with value of less than $1,000.00
2. Theft of County property with value of $1,000.00 or more
3. Theft of private property with value of less than $1,000.00
4. Theft of private property with value of $1,000.00 or more

E. Arson: Knowingly setting fire to a building or property of another.

1. Arson of a County building
2. Arson of a County vehicle
3. Arson of other County property
4. Arson of private property, including vehicles

F. Vandalism: Intentional damage to property and vehicles (except arson).

1. Vandalism to County property, except vehicles
2. Vandalism to private property, except vehicles
3. Vandalism to County vehicle
4. Vandalism to private vehicle

G. Robbery: The taking of anything of value by force, threats, or intimidation.

1. Robbery with a weapon of a County facility or employee
2. Robbery without a weapon of a County facility or employee
3. Robbery with a weapon of a person **not** a County employee
4. Robbery without a weapon of a person **not** a County employee

H. Sexual Assault: Forced sexual contact or intercourse.

1. Sexual assault of a County employee
2. Sexual assault of a person **not** a County employee
3. Other unlawful sexual behavior incident

I. Assault: Intentionally causing bodily injury to another person.

1. Assault with a weapon
2. Assault without a weapon

J. Miscellaneous: Crimes/activities not described in the above categories.

1. Suspicious activity by a County employee
2. Suspicious activity by a person **not** a County employee
3. Hostage situation
4. Bomb threat
5. Bomb or explosive device actually found
6. Suspicious mail/package
7. Restraining order violation
8. Obstructing government operations
9. Incident involving a firearm other than robbery and assault
10. Power failure
11. Lost identification card/badge
12. Other incident not described herein (describe in "DESCRIPTION OF INCIDENT")