

Incident Report Form RSM 3120

All offices and Workforce Boards/Centers should submit the completed form to TWC Risk and Security Management (RSM) at IncidentReports.RSM@twc.state.tx.us

Workforce Solutions offices should also submit the form to their Regional Program Support Manager (RPSM).

If needed, reference form instructions.

Section 1 General Information		
Board area / office / region:		
Contractor (if applicable):		
Incident type:		Explain other:
Incident date:	Incident time:	Report date:
Location of the incident (address, building, room, etc.):		
Program:		Explain other:
Section 2 Description of the Incident		
Describe any injuries that occurred:		
Briefly summarize the incident including who, what, where, when, how, and why:		

Section 3 Reports to Other Agencies

If reports to other agencies were made, list the agency's or official's name(s) and the report number(s):

Section 4 Subject Information

First Subject

State employee, specify agency/dept.:
Person involved Workforce board staff Witness
Other, please specify:

Name:

Address:

Home telephone:

Work telephone:

ID type and number:

Second Subject

State employee, specify agency/dept.:
Person involved Workforce board staff Witness
Other, please specify:

Name:

Address:

Home telephone:

Work telephone:

ID type and number:

Section 5 Property Involved

Recount any property damage including a description of the property, its estimated value, and tags/serial numbers.

Section 6 Emergency Services

Were emergency services called? Yes No

First Service Notified or First Responders

Service or responder:

Badge or vehicle number:

Time notified:

Arrival time:

Departure time:

Name of officer in charge:

Second Service Notified or Second Responders		
Service or responder:	Badge or vehicle number:	
Time notified:	Arrival time:	Departure time:
Name of officer in charge:		
Additional Service Notified or Additional Responders		
Service or responder:	Badge or vehicle number:	
Time notified:	Arrival time:	Departure time:
Name of officer in charge:		
Section 7 Security Measures		
Describe security measures taken. Examples include an increase in security, the addition of controlled access, and posting a picture of the subject.		
Section 8 Additional Information		
Describe any media coverage of the incident; include relevant internet links:		
Sent by email:	Police report	Other agency's report
	Other, please describe:	
Sent by mail:	Police report	Other agency's report
	Other, please describe:	
If there are any relevant documents/records not covered by the selections above, list them and give their location:		
Form completed by:		
Position/title:	Work phone:	