

# Hotel Front Desk Staff Assault Incident Report

## Staff Details

Full Name

Employee ID

Position

Shift (Date & Time)

## Incident Details

Date of Incident

Time of Incident

Location

Description of Incident

## Assailant Information

Name/Description

Relationship (e.g. Guest, Visitor, Other)

## Actions Taken

Actions Taken (e.g. Notified Manager, Security, Police Involved)

## Witnesses

Name(s) and Contact Information

## Additional Comments

Reported by

Date