CHECKLIST FOR REPORTING A PERSONNEL INCIDENT

- ☐ I was notified of an incident:
  Date: _____Time: _____

- ☐ I notified my supervisor:
  Date: _____ Time: _____

- ☐ My supervisor contacted the Human Resource Department/Communications:
  Date: _____Time: _____

- ☐ I contacted the TISD Police Department and reported to the officer the initial information gathered:
  Date: _____Time: _____

- ☐ I contacted CPS (if student is involved):
  Date: _____Time: _____

- ☐ Investigation and interview(s) were held by: _____
  Date: _____Time: _____
  * written statements were collected from all witnesses
  * a written statement was received from the employee in question

- ☐ A police report was filed (copies sent to HR, my supervisor, and campus file) whether unfounded or not.

- ☐ The investigation was determined:
  _____ Founded or _____Unfounded

- ☐ HR determined if employee is sent home:
  _____With Pay or _____Without pay

- ☐ Employee in question receives a written letter explaining suspension from principal or supervisor. (see attachment)

- ☐ Disciplinary Action (if any): _____

Person completing incident report: _____
Signature

CAMPUS INCIDENT NARRATIVE

Date:_____

Campus:_____

Professional/Paraprofessional (circle one)

Name:_____

Who made you aware of the incident?_____

Date you were made aware of the incident:_____

Brief report of data collected (narrative):_____

_____
_____
_____
_____

Attach statement from the accused.

Attach police report and CPS # if applicable.

What steps were taken after investigation started:

_____
_____
_____
_____
_____

_____
Signature

TYLER INDEPENDENT SCHOOL DISTRICT

1319 New Sunnybrook · P.O. Box 2035 · Tyler, Texas 75701 · 903-262-1000 · Dr. David Simmons, Superintendent

(put on school letterhead)

Date

Employee Name
Address
City, State Zip

Dear _____:

An incident involving alleged unnecessary contact with a child was brought to my attention today. I contacted the Tyler ISD Police Department to investigate the allegation. Upon initial investigation by _____ of the Tyler ISD Police Department, it was determined that further investigation of the allegation is necessary.

Pending the outcome of this investigation, you will be placed on administrative leave with pay. You will be contacted by the Tyler ISD Human Resources Office and will be given the opportunity to respond to these allegations. Please remain on leave until you are contacted by the Director of Human Resources.

Thank you for your cooperation in this matter.

Copy: Personnel File

I have received a copy of this letter. I understand that my signature does not necessarily indicate that I agree with its contents. I further understand that I have a right to respond if I disagree.

Signature: _____ Date: _____ Time: _____
Employee

I can be reached at these telephone numbers: _____

Signature: _____ Date: _____ Time: _____
Supervisor