

Sample – Incident Investigation/Corrective Action Form (Liability)

Disclaimer: The specific needs, practices, form of government and other operational procedures of your governmental entity may impact whether this example is appropriate for your use. PennPRIME recommends that you review the final product before using it, and adapt it as necessary.

EMPLOYEE NAME (if applicable):

DATE OF INCIDENT:

DATE REPORTED:

DESCRIPTION OF INCIDENT (attach police report, if applicable)

DETAILS OF INVESTIGATION (i.e. physical inspections performed, questions asked of parties involved, procedures reviewed, etc. Note that a police report alone is not sufficient. While it can assist in providing details of what happened, typically police are not responsible for determining corrective actions to prevent reoccurrence. Attach "Judging Vehicle Accidents Effectively form, if applicable.)

RECOMMENDATIONS FOR CORRECTIVE ACTIONS (If none, document what caused you to decide upon no action. i.e. "After performing a visual inspection of the roadway, reviewing our current citizen complaint procedures, and verifying that employees have been trained in how to handle citizen complaints, no further action was deemed warranted at this time.")

PERSON RESPONSIBLE FOR COMPLETING CORRECTIVE ACTIONS/DATE DUE:

DATE CORRECTIVE ACTIONS COMPLETED/SIGNATURE: