**KDHE Sample Form  
Division of Human Resources and Service Quality**

**Incident Report**

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| --- | --- | --- | --- |
| **Time and Date of Incident:** |  | | |
| **Date and Reporting Time line:** |  | | |
| **Bureau/Office/Division:** |  | | |
| **HRSQ Staff Conducting the Investigation** |  | |  |
| **Parties Involved: 1)**  **2)** | | | |
| **Allegation(s):**  1)  2) | | | |
| **Findings:**  **1)**  **2)**  **3)**  **4)** | | | |
| **Investigation Summary:** | | | |
| **Recommendations (specific to individual and/or group):**  **1)**  **2)**  **{parties name}:** {training and/or activity recommendation or requirement} | | | |
| **CONCURRENCE SIGNATURES:** | | | |
| XXXXXXX, Director, Date  Division of Human Resources and Service Quality | | , Director, Date  Division of | |
| Secretary XXXXXXX Date | |  | |