**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, DateDivision of Human Resources and Service Quality |   , Director, DateDivision of  |
|  Secretary XXXXXXX Date  |  |