

# DECATUR PUBLIC SCHOOL DISTRICT 61

## ASSAULT REPORT FORM

Assault Date \_\_\_\_\_ Time \_\_\_\_\_ Assault Reported To: \_\_\_\_\_

Mr. Mrs. Ms.		(217)					
Name	Last	First	MI	Home Telephone	Date of Hire	Social Security Number (Required)	
Address			City/State/Zip				
F	M						
Sex	Marital Status		Date of Birth		Number of Dependent Children		
Job Title			Hours Per Week		Regular or Special Education? (217)		
School/Building Base					Work Telephone		

*Please provide a detailed description of the incident. Add pages as needed.*

**Signature of Employee:**

**Date:**

**Action taken by Administrator:**

**Signature of Supervisor:**

**Date:**

**Decatur Police Department Officer:**

**Date:**

Was incident filed with law enforcement authorities?

By Administrator  
By Injured Party

Yes \_\_\_\_\_  
Yes \_\_\_\_\_

No \_\_\_\_\_  
No \_\_\_\_\_

Time Lost: Class \_\_\_\_\_ Days \_\_\_\_\_

**Building Principal/Designee (please checkmark as executed)**

Send original\* to \_\_\_\_\_ Business Office – Keil Administration Building

Send copies to: \_\_\_\_\_ Building Records File  
\_\_\_\_\_ Union President  
\_\_\_\_\_ Police Department (mandatory for assault cases)

\*Send original and copies within 5 days of the incident.

### Assault Form Process

1. Ensure you are using the most recent Assault Form (revised 03/2023)
2. Immediately contact Decatur Police Department / School Resource Officer to hand deliver Assault Form
3. Contact Illinois State Police Illinois Uniform Crime Reporting Program at 217-867-2050 no later than three (3) days after the occurrence of the attack
4. Send Assault Form to:
  - a. Business Office
  - b. Building Records File
  - c. DEA President
  - d. Police Department (mandatory for assault cases)

\*\* For the Business Office original, ensure that all parties who received a copy are clearly marked
5. Schedule a meeting within three (3) days including:
  - a. Building Administrator
  - b. Classroom teacher
  - c. Association (Union) Representative
  - d. Student Services Representative

*Revised 03/2023*