**Section 2212.30 Reporting of Incidents**

a) Each employee shall completely and accurately document any unusual incident that he or she observes or that is reported to him or her, including any:

1) Serious disturbance;

2) Physical or sexual assault or use of force;

3) Death, suicide, or suicide attempt;

4) Major loss or damage to property;

5) Fire;

6) Use or discharge of a weapon;

7) Use of chemical agents; and

8) Other incidents as determined by the Chief Administrative Officer.

b) The employee shall promptly prepare the Incident Report and forward the report to the Director.