HELPLINE/HOTLINE INTAKE REPORT

Matter # _____________  Date: ________________

Received by: ________________  Time: ________________

Business Name /Location: __________________________________________

Reporter’s Name (or Nickname): _____________________________________

Document in as much detail as possible the Allegation or Concern raised by the reporter:
(Specifically obtain information as to what occurred, who was involved, who else has knowledge of
the situation, when did it occur and how often, was the situation or concern reported to anyone prior
to calling the helpline/hotline)

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Does the situation reported present any health or safety risks to persons or risk of damage to
property?
______________________________________________________________________________________
______________________________________________________________________________________

What outcome does the reporter expect in response to the report made?
______________________________________________________________________________________
______________________________________________________________________________________

Is there a number the reporter can be reached at if additional information is required?
______________________________________________________________________________________

(If reporter does not wish to provide a number, ask the reporter to call back in one week and
reference the following Matter #________________.)

Matter Assigned to: __________________________________

Date Assigned: _____________________________________

Follow-up Date: _____________________________________