
**WV SUPREME COURT OF APPEALS
SECURITY INCIDENT FACT SHEET**

COUNTY: Select County

COURT: ☐ Magistrate Court ☐ Family Court ☐ Circuit Court ☐ Supreme CourtDATE OF INCIDENT: _____ TIME OF INCIDENT: ____ : ____ ☒ a.m. ☐ p.m.

WHAT WAS THE NATURE OF INCIDENT?:

*You may choose multiple items from each area below.
You may enter another type of incident by typing a short description in the "Other" box.
Check boxes only where applicable.*

PERSONAL☐ Disorderly Person(s) ☐ Physical Assault

Other: _____

THREAT☐ Bomb ☐ Suspicious Package ☐ Verbal

Other: _____

THREAT MODE☐ Direct Contact ☐ E-Mail ☐ Mail ☐ Telephone

Other: _____

PROPERTY DAMAGE☐ Arson ☐ Theft ☐ Vandalism

Other: _____

DRUGS☐ Drugs ☐ Contraband

Other: _____

EMERGENCY☐ Contamination Exposure ☐ Explosion ☐ Fire ☐ Medical ☐ Prisoner Escape ☐ Weather

Other: _____

WHAT WAS THE EXTENT OF INJURIES?☐ None ☐ Don't Know ☐ Minor ☐ Medical Attention Required

Description of Injuries:

**WV SUPREME COURT OF APPEALS SECURITY
INCIDENT FACT SHEET (continued)**

WEAPON INVOLVED?

You may choose multiple items and/or provide other description.

- ☐ None ☐ Box Cutter ☐ Hands/Feet ☐ Razor Blade ☐ Blunt Object ☐ Knife
☐ Pepper Spray ☐ Biological Agent ☐ Chemical Agent ☐ Handgun/Pistol ☐ Shotgun ☐ Rifle

Other: _____

IN RELATION TO THE COURT FACILITY INVOLVED, WHERE DID THE INCIDENT OCCUR?

You may choose multiple items and/or provide other description.

- ☐ Garage ☐ Parking Lot ☐ Grounds ☐ Hallway ☐ Lobby ☐ Staff Area ☐ Chambers ☐ Courtroom

Off-site. Indicate address or location:

WAS AN ALARM ACTIVATED?

- ☐ No ☐ Duress/Panic Button ☐ Emergency Call (911) ☐ Magnetometer/X-Ray

What agencies were notified?

WHO WAS INVOLVED IN THE INCIDENT?

- ☐ Judge ☐ Magistrate ☐ Prosecutor ☐ Defendant ☐ Plaintiff ☐ Court Staff ☐ Defense Counsel
☐ Prisoner ☐ Security Officer ☐ Municipal Police ☐ Sheriff ☐ State Police ☐ Member of Public

Other: _____

VICTIM INFORMATION

NAME: _____ TELEPHONE NO.: _____

ADDRESS: _____

Were any of the persons involved in the incident attending a court proceeding? ☐ Yes ☐ No

If yes, what type of case? ☐ Civil Case ☐ Landlord/Tenant Case ☐ Traffic Citation ☐ Non-traffic Citation
 ☐ Criminal Case ☐ Private Criminal Case ☐ Protection From Abuse

Case Caption: _____

If known, enter names of those involved:

SUMMARY OF FACTS

Name of Person filing this report: _____

Did you personally witness this event? ☐ Yes ☐ No

TELEPHONE NO.: _____

Was an arrest made? ☐ Yes ☐ No

Charge: _____

Name of Accused: _____

SUMMARY OF FACTS

Please include the name of each agency that responded to the incident (e.g.: sheriff, state police, fire department) as well as the circumstances leading up to the event. Please use additional pages if necessary.