

## Witness Statement

When completing a witness statement, please address the following information:

**When** – specific date – 05/05/12 10:30am **Where** – in the Faculty Lounge at ABC School

**Who** was involved? Full name of individuals **Who** witnessed it or was there? (student, coworkers, etc.)

**What** happened? Describe what happened objectively, (behaviors – i.e. Susie yelled, “No I’m not going to do it”) not subjectively (attitudes – i.e. Susie was mad). Please make sure you answer all questions truthfully. Do not guess or give your opinion. If you withhold any information or utter false statements, you may be subject to disciplinary action up to and including termination for uttering (verbal/written) false, vicious or malicious statements concerning any Employee of the District.

<b>Witness Name:</b>	<b>Employee #</b>
<b>Where incident(s) occurred and where you were</b> (Name of school and where, i.e. faculty dining area, etc.)	
<b>Date Incident(s) Occurred:</b>	<b>Time of Incident(s):</b>
<b>1) What did you see?</b> (Be specific - i.e. I saw (name) steal five tacos, and put them in her purse and she left the cafeteria and was stopped by (name) out in the parking lot)	
<b>2) What did you hear?</b> (Please write exactly what was said, to the best of your recollection, do not summarize)	
<b>3) Who was involved and what did they do (or say)?</b>	
<b>4) What did you do?</b>	
<b>5) Who addressed the situation and what did they do?</b>	
<b>6) Names of other Witnesses:</b>	
<b>Name Printed:</b>	By my signature below, I certify that this statement is correct.
	<b>Signature/Date:</b>