

# 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?

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

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

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(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: \_\_\_\_\_