# Wyoming Court Security Incident Report

Print Form

Administrative Office of the Courts
2301 Capitol Ave. Cheyenne, WY 82002
Fax (307) 777-3447

**Report must be submitted not later than the 5th business day after the date the incident occurred.**

This form is for administrative purposes only. If law enforcement is needed, contact the local police department or sheriff's office.

## 1. Information of Person Completing Report:

First: _____ Last: _____ Email: _____

Title: _____ Phone: _____

## 2. Type of Court:

☐ District ☐ Circuit ☐ Not related to a particular court type

Name of Courthouse: _____

## 3. County: _____

## 4. Incident Date: _____ Time: _____

## 5. Type of Incident:

☐ Physical Assault

☐ Bomb Threat

☐ Threat

☐ Written ☐ Verbal

☐ Disorderly Conduct

☐ Emergency (fire, weather, medical)

☐ Prisoner Escape Attempt

☐ Attempt to bring in firearm

Other: _____

## 6. Location of Incident:

Courtroom of: ☐ Judge ☐ Other Judicial Officer

Chambers of: ☐ Judge ☐ Other Judicial Officer

Staff offices of: ☐ Judge ☐ Other Judicial Officer

☐ Clerk's Office

☐ Holding Area

☐ Parking Area

☐ Public Area of facility

Other: _____

## 7. Person Involved in the Incident:

Name: _____

☐ Criminal Defendant

☐ Plaintiff / non-criminal defendant

☐ Family or Friend of a party in the case

☐ Member of Public

Other: _____

## 8. Was a Weapon Involved? ☐ Gun ☐ Knife ☐ Blunt Object

Other: _____

## 9. Was the Incident Reported to Law Enforcement?

☐ No If yes, name of agency? _____

## 10. Was Anyone Injured?

☐ No If yes, type of injury? _____

Medical Attention? ☐ No ☐ Yes

## 11. Was this incident related to a Particular case?

☐ No If yes, type of case? _____

Case Number: _____

## 12. Was the incident reported to the local Court Security Committee?

☐ Yes ☐ No

**13. Description of Incident: (Use separate sheet if needed) Mandatory.**

To submit the incident report, attach it to an e-mail addressed to
jhartigan@courts.state.wy.us or fax it to (307) 777-3447, attn: Joe Hartigan