

PPVPP Incident Report

Date of Incident:	
Event Incident Occurred:	
Location of Event/Incident:	

VP Partner(s) & Pet(s) that was involved:	
Description of Incident	

Was the general public involved? How?	
Did someone from the general public complain and/or contact the VPP at the time of the incident? Describe.	

Witnesses (name all that were present):	
Witness asked to complete an incident report:	

Name of person completing this incident report:	
Date of incident report:	

PPVPP Incident Protocol

In the event that something out of the ordinary occurs while participating in a PPVPP, activity an incident report must be completed and returned to the Program Coordinator. If you are uncertain as to whether or not the incident is reportable, please complete the incident report and submit it for review. An incident is any human or pet behavior that is unusual, improper, or makes any party involved uncomfortable. An incident report should be filed if a person handles themselves or their dog inappropriately during a PPVPP activity (or if someone at the institution/organization being visited behaves inappropriately). Any VPP volunteer can submit a report confidentially. The VPP Team in question does not need to be notified. The goal of the incident reports is to ensure that all VPP partners are accurately conveying the mission of the organization and that all parties involved are benefiting from its efforts and having a positive experience. Please follow the procedures below when filling out an incident report.

- 1. Complete an Incident Report the day of the incident and no later than 2 days after the incident.**
- 2. Ask at least one VPP Witness that was present during the incident to also complete and submit an Incident Report.**
- 3. Return the Incident Report to the VPP Coordinator, no later than one week after the incident.**
- 4. Complete any Delta Society or necessary TDI reports and submit one copy to the VPP Program Coordinator and one copy to the certifying organization.**

The Program Coordinator will review both the individual and witness Incident Reports once they have been received.

1. If there are any differences in the description of what occurred, a private meeting of the involved parties will be called.
2. Depending on the nature of the incident, the Program Coordinator may also ask other coordinators to review the report.
3. After the report is appropriately reviewed, the Program Coordinator will determine the appropriate actions. They are as follows:
 - a. Irrelevant - The incident was of no consequence and no action will be taken.
 - b. Warning - The incident was minor but was handled appropriately. The team will be warned that if this type of incident is repeated in the future due to of lack of prevention it could call for dismissal from the program. Preventative techniques will be discussed and suggested. The team must visit with a Team Leader in the event that they need assistance.
 - c. Flagged Warning - The incident was minor but was handled inappropriately. The team will be warned that any misconduct in the future will result in immediate dismissal from the program. The team may only visit with a Team Leader who is able to be present the entire time. Suggestions for handling and other restrictions may also be recommended or mandated as appropriate.
 - d. Dismissal - Incident was serious. Dismissal may pertain to the pet or the entire team.

