

# Insider Threat Reporting Template

## WORKPLACE REPORTING FORM

The reporting and investigative templates are not intended to provide any organization with the authority to perform activities that they are otherwise not able to perform under applicable law, regulation, and policy. Consult with your legal counsel before implementing these forms in your organization.

**Please use this section to report any suspicious activity in the workplace, focusing on documenting the incident and providing relevant details about the observed behavior/incident:**

1 | Description of Incident

*Provide as many details as you can regarding the incident and your observations.*

2 | Incident Location

*Example: 123 Main Street, Anytown, ST 12345*

3 | Incident Date or Date Range

4 | Incident Time(s)

*Example: 11:30 A.M.*

5 | Concern Type

*Examples include: Verbal/Written Threats; Terrorism/Violent Extremism; Personal Conduct; Financial Considerations; Substance Abuse; Behavioral Considerations; Criminal Conduct; Mishandling Protected Information; Misuse of Information Technology; Cyber Crime; Espionage; Financial/Intellectual Property Theft; Workplace Violence*

**Please share details about the individual(s) associated with the suspicious activity in the following section:**

6 | Name (or Description if Unknown)

*Example: John Doe*

7 | Job Title

*Example: Analyst, Sales Rep, Software Engineer*

8 | Role or Job Type

*Example: Employee, Contractor, Consultant, Vendor, etc.*

*This reporting template is intended to document activities and behaviors that are suspicious or indicative of criminal activity. Such activities or behaviors should be reported only when there are articulable facts to support a rational conclusion that the behavior is suspicious or suggests criminal activity. Do not report based on constitutionally protected activities or on the basis of race, ethnicity, religion, gender, sexual orientation, disability, or other such characteristics, and do not report based on a combination of only such factors. **If you have a concern about an immediate threat in the workplace, contact your local law enforcement.***

**SUBMIT**