

REQUEST TO LIMIT ACCESS TO AN EMPLOYEE AT WORK

The purpose of this form is:

- To inform my employer that I fear for my physical safety because of the actions of an individual.
- To inform my employer that this individual may attempt to contact me at work
- To request that my employer take steps to prevent this individual from contacting me at work.

Today's Date:

Clock Number:

To:

(Supervisor)

From:

(Employee)

Statement from Employee (Why [individual's full name] should not have access to me at work for the following time period (not to exceed 6 months from today's date) until (date).

Reason(s)

If you have a temporary restraining order or injunction, please provide a copy.

I understand by making this request that Milwaukee County will do what it can to honor my request but that Milwaukee County accepts no responsibility/liability for any action(s) of the person I listed above, and that I hold Milwaukee County harmless for any steps it may/may not take in an effort to comply with this request.

Special requests

(Employee's Signature)

(Date)

Received:

(Employee's Supervisor)

(Date)

Received:

(Department Head or Designee)

(Date)

To be filled out by the employee's supervisor:

Notification to:

Human Resources Section of Employee's Department
(if applicable)

Departmental or Building Security Officer
(if applicable)

(Name)

(Date)

(Name)

(Date)

Other(s) who have a need to know

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)

Provide the following information about the individual who presents a safety threat:

Attach a photograph (if available) and provide the following information regarding the individual you do not want to have access to your worksite, home address, and/or work/home telephone number.

Name

Address

Apartment No.

Telephone No.

Cellular No.

Employer

Address

Race

Male/Female

Date of Birth

Weight

Height

Hair

Eyes

Eyeglasses

Y

N

Mustache

Y

N

Beard

Y

N

Visible Identifying Characteristics

Automobile Make

Does the individual have a weapon? If so, what kind and where is it kept?