**Offense Incident Report Form Template**

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| **REPORTED BY:** |  |  | **DATE OF REPORT:** |  |
| **TITLE / ROLE:** |  |  | **INCIDENT NO.:** |  |

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| **OFFENSE INCIDENT INFORMATION** | | | | | | | | | | | | | |
| **INCIDENT TYPE:** | |  | | |  | **DATE OF INCIDENT:** | |  | | | **TIME OF INCIDENT:** | |  |
| **LOCATION:** | |  | | | | | | | | | | | |
| **CITY:** | |  | |  | | **STATE:** |  | |  | **ZIP CODE:** | |  | |
| **SPECIFIC AREA OF LOCATION *(if applicable):*** | | |  | | | | | | | | | | |
|  | | |  | | | | | | | | | | |
| **OFFENSE INCIDENT DESCRIPTION** |  | | | | | | | | | | | | |

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| **FOLLOW-UP ACTION** | |  | | | | | |
| **NAME / ROLE / CONTACT OF PARTIES INVOLVED** | | | | | | | |
| **1.** |  | | | | | | |
| **2.** |  | | | | | | |
| **NAME / ROLE / CONTACT OF WITNESSES** | | | | | | | |
| **1.** |  | | | | | | |
| **2.** |  | | | | | | |
| **VEHICLES INVOLVED** | | | | | | | |
| **1. ITEM NAME:** | | |  | **OWNER:** |  | **YEAR:** |  |
| **VALUE:** | | |  | **COLOR:** |  | **MAKE:** |  |
| **STATUS:** | | |  | **STATE & TAG:** |  | **VIN:** |  |
| **2. ITEM NAME:** | | |  | **OWNER:** |  | **YEAR:** |  |
| **VALUE:** | | |  | **COLOR:** |  | **MAKE:** |  |
| **STATUS:** | | |  | **STATE & TAG:** |  | **VIN:** |  |
| **PROPERTY INVOLVED** | | | | | | | |
| **ITEM NAME:** | | |  | **COLOR:** |  | **BRAND:** |  |
| **VALUE:** | | |  | **DESCRIPTION:** |  | | |

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| **POLICE REPORT FILED?** |  |  | **PRECINCT:** |  |
| **REPORTING OFFICER:** |  |  | **PHONE:** |  |

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| --- | --- | --- | --- | --- | --- |
| **SUPERVISOR NAME:** |  | **SUPERVISOR SIGNATURE:** |  | **DATE:** |  |