

# Incident Report Template



REPORTED BY: \_\_\_\_\_

DATE OF REPORT: \_\_\_\_\_

TITLE / ROLE: \_\_\_\_\_

INCIDENT NO.: \_\_\_\_\_

## INCIDENT INFORMATION

INCIDENT TYPE: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

SPECIFIC AREA OF LOCATION *(if applicable)*: \_\_\_\_\_

## INCIDENT DESCRIPTION

### NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### NAME / ROLE / CONTACT OF WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

POLICE REPORT FILED? \_\_\_\_\_

PRECINCT: \_\_\_\_\_

REPORTING OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

## FOLLOW-UP ACTION

SUPERVISOR  
NAME: \_\_\_\_\_

SUPERVISOR  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_