

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: _____