



## INSTRUCTIONS FOR COMPLETING SECURITY/SAFETY INCIDENT REPORT

- Check what type of incident occurred, e.g., theft, accident, vandalism, etc.
- List your name, address, and phone number.
- Give appropriate dates for when the incident occurred and when you reported it to the police.
- Give Police Officer's or State Trooper's name and case number.
- List name, address, and phone number of witnesses.
- Give clear concise explanation of what occurred (who, what, where, when and how) and sign.
- Have your Office Manager complete the items below and sign.

***Please forward completed form to Operations Unit within 48 hours of occurrence.***

*Office Manager's report of investigation:*

*Office Manager's suggestions to prevent reoccurrence:*

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*Office Manager's Signature*

*Date*

**The operations unit will review and acknowledge receipt of the completed incident report. Recommendations for closure of incident will be made when appropriate.**