**Offense Incident Report
Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reported by:** |  |  | **Date of report:** |  |
| **Title / Role:** |  |  | **Incident no.:** |  |

|  |
| --- |
| 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:** |  |

|  |  |
| --- | --- |
| **Follow-up action:** |  |

|  |
| --- |
| **Name / Role / Contact of parties involved:** |
| **1.** |  |
| **2.** |  |

|  |
| --- |
| **Name / Role / Contact of witnesses:** |
| **1.** |  |
| **2.** |  |

|  |
| --- |
| **Vehicles involved:** |
| Item name |  | Owner |  | Year |  |
| Value |  | Color |  | Make |  |
| Status |  | State & tag |  | VIN |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item name |  | Owner |  | Year |  |
| Value |  | Color |  | Make |  |
| Status |  | State & tag |  | VIN |  |

|  |
| --- |
| **Property involved:** |
| Item name |  | Color |  | Brand |  |
| Value |  | Description |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reported by:** |  |  | **Date of report:** |  |
| **Title / Role:** |  |  | **Incident no.:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor name** |  | **Supervisor signature** |  | **Date** |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |
|  |