**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8777&utm_source=template-word&utm_medium=content&utm_campaign=Offense+Incident+Report--8777&lpa=Offense+Incident+Report++8777)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** |  |

|  |
| --- |
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