**Offense Incident Report Form Template**

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| **REPORTED BY:** |  |  | **DATE OF REPORT:** |  |
| **TITLE / ROLE:** |  |  | **INCIDENT NO.:** |  |

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| **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** |  |

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| **FOLLOW-UP ACTION** |  |
| **NAME / ROLE / CONTACT OF PARTIES INVOLVED** |
| **1.** |  |
| **2.** |  |
| **NAME / ROLE / CONTACT OF WITNESSES** |
| **1.** |  |
| **2.** |  |
| **VEHICLES INVOLVED** |
| **1. ITEM NAME:** |  | **OWNER:** |  | **YEAR:** |  |
| **VALUE:** |  | **COLOR:** |  | **MAKE:** |  |
| **STATUS:** |  | **STATE & TAG:** |  | **VIN:** |  |
| **2. ITEM NAME:** |  | **OWNER:** |  | **YEAR:** |  |
| **VALUE:** |  | **COLOR:** |  | **MAKE:** |  |
| **STATUS:** |  | **STATE & TAG:** |  | **VIN:** |  |
| **PROPERTY INVOLVED** |
| **ITEM NAME:** |  | **COLOR:** |  | **BRAND:** |  |
| **VALUE:** |  | **DESCRIPTION:** |  |

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| **POLICE REPORT FILED?** |  |  | **PRECINCT:** |  |
| **REPORTING OFFICER:** |  |  | **PHONE:** |  |

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| --- | --- | --- | --- | --- | --- |
|  **SUPERVISOR NAME:** |  | **SUPERVISOR SIGNATURE:** |  | **DATE:** |  |