

## INCIDENT REPORT FORM

Name of Reporting Member \_\_\_\_\_

Date of Report \_\_\_\_\_

Time of Report \_\_\_\_\_

Describe Incident. What actions did you take (be specific)? Did you obtain any evidence? (PADL Number, cell phone photos, be specific). Document any evidence collected including where it was secured.

Where did the event occur? (Be specific.) \_\_\_\_\_

Who is involved in this report? Were there any other people present? Were there any vehicles present? Provide descriptions and as much detail as possible

Why did this event occur (if known), based on the facts of the incident? \_\_\_\_\_

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When did the incident occur? How long did it last? When were the police called, and when did they arrive? \_\_\_\_\_

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How did the incident occur? How did people respond? How did you respond? \_\_\_\_\_

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Reporting Member Signature \_\_\_\_\_

Reviewed at Board Meeting (time and date) \_\_\_\_\_

Any additional actions taken by the Board. Be specific.