

FORM: Incident Report

Date and time (or estimate) of occurrence: _____

Date and time of discovery: _____

Discovered by: _____

Detailed description of incident (attach separate written, visual description of this report if needed)

1. Type of incident: _____

2. Exact details and sequence of events of what happened or what was found:

3. Exact description of any and all damage, including locations, what was damaged and how it was damaged, missing items/ animals. *Do not attempt to make any unnecessary repair until after the police are finished investigating.*

4. Exact description or photos of graffiti wording/ symbol, paint colours, props or projectiles/ devices found at the scene. *Do not disturb any evidence.*

5. Exact description of any evidence found (i.e. clothing, tools, literature, foot prints, tire tracks). *Do not disturb any evidence.*

6. Description of individuals or vehicles (including licence plate numbers) if applicable:

7. Damage estimate: _____

8. Name of investigating police officer and police report number (attach a copy of the police report).

Follow Up Information

FORM: Incident Report (continued)

Ensure that any follow up information is shared with police.

Claims of responsibility, suspicious activities or further incidents (provide exact time & date/ details/ evidence):

Follow up information obtained from staff, business colleagues/ associations, neighbours:

Follow up with police (include date and officer's name):

FORM: Suspicious or difficult email report

Date: _____

Sender Email Address: _____

Recipient Email Address: _____

Signature text: _____

Summary of Message:

Action Taken (include by whom, dates, times):

Paste text of email below or attach printed copy

FORM: Suspicious telephone call report

Provide as much detail as possible including background noises, line interruptions that may indicate cell phone use, call display information, caller description and content of discussion/ message.

Helpful tip: offering to take a message and/or offering to send information can obtain locating information.

Date: _____ Time: _____ Duration of call: _____

Caller's Name: _____

Organization: _____

Telephone number: _____

Address: _____

Fax: _____

Email: _____

Nature of inquiry/ request:

Description of call (topic/ information requested or questions asked):

Description of caller:

Summary of Conversation or Message:

Action take:

Call received by (Operator name): _____ Voice Mail Box: _____