

# 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: \_\_\_\_\_