

Incident Report

Today's date _____ Time _____ Person Reporting Incident _____

Date of Incident _____ Time of Incident _____

Location (list approximate distance to specific apartment, building, roads, etc)

Lighting Condition (Source) _____

Victim Information

Name _____ Address _____

Phone Number _____

If victim is unknown, describe _____

Details of what happened: _____

Describe the injury/damages: _____

Police Report: YES or NO Report Number _____ Officer's Name _____

Name of Witnesses: _____ Address _____

Phone Number _____ Social Security Number _____

Name of Insurance Company _____ Policy Number _____

Name of Agent _____ Phone Number _____

How To Fill Out Incident Reports

1. Describe precisely where the incident occurred. Need to know exactly where the incident occurred in case officials have to go back to the scene of the incident for further investigation.
2. Give no opinion of the cause of the incident. Do not give your opinion of what caused the incident. Simply report what you see and hear.
3. Give no opinion about what needs to be fixed. If, for instance, a crime occurs in the parking lot where a light bulb has burned out, do not state your opinion in the incident report about what needs repairing. Instead, report the problem to the maintenance individual.
4. Do not mention past incidents. The report should not mention any past incidents that occurred at the same location – even if they were similar to the one you are reporting.
5. Do not describe statement of witnesses or victims as facts. When you record a victim's or witness's statement, be sure to preface each comment with "He said" or "She claims." Otherwise a court may think that such statements are your opinions, rather than the victim's or witness's.
6. Fill in all blanks – Do not leave anything blank. Put N/A in blanks that do not require an answer.
7. Check your spelling and grammar. Keep in mind that your incident report may be seen in court, and so it should be legible and comprehensible.