

Prepare and transmit IMMEDIATELY upon knowledge of incident.

REPORTED BY	WITNESS
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TODAY'S DATE	DATE OF INCIDENT/CRIME	TIME OF INCIDENT/CRIME
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CHECK ONE OR MORE: ACCIDENT INJURY FIRE MEDICAL OTHER

BRIEFLY DESCRIBE WHAT HAPPENED AND WHERE IT HAPPENED (use attachments if needed)

PERSON INVOLVED	PHONE NO.	ADDRESS	SS#
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WITNESS/WITNESSES	PHONE NO.	ADDRESS	SS#
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ACTION TAKEN

CRIME REPORT

THEFT VANDALISM FIGHT OTHER CASE NO. _____

BRIEFLY DESCRIBE WHAT HAPPENED AND WHERE IT HAPPENED (use attachments if needed)

INJURIES:

Name of Victim/Victims	PHONE NO.	ADDRESS
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Name of Witness/Witnesses	PHONE NO.	ADDRESS
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	PHONE NO.	ADDRESS
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Name of Suspect _____ PERSON ARRESTED

COMMENTS

Completion of this form does not preclude student(s) involved from filling out students' insurance form in the Business Office.

Signature: _____	Date: _____
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Forward form to **Maintenance & Operations**

M&O use only:	Facilities Director	President	Vice-President
Date received:	Security Coordinator	H.R. (Staff/student worker injuries)	