**INCIDENT REPORT INSTRUCTIONS**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ALL REPORTS MUST BE FILED PROMPTLY WITH THE POLICE INCIDENT DEPARTMENT

OFFICE WITHIN 24 HOURS OF THE INCIDENT. IF THE INCIDENT OCCURS

DURING THE EVENING OR WEEKEND, THE REPORT IS TO BE DELIVERED

BY 8:30 a.m. THE NEXT WORKING DAY.

Complete this report whenever you are aware of any property damage, personal injury, or possibility of personal injury (an

Incident where there is no apparent injury, but a person may later be affected as a result of it).

This section must be completed by the following individuals, as appropriate, indicating the status of each person who provides

Information:

* Injured Party
* Witness to the Accident
* Employee
* Supervisor
* Student
* Guest on Campus

Always send the original form to the Police Incident Department as noted at the bottom of the form. You may keep copies

For your own record if you wish. Please print (or type) and answer all pertinent questions.

The form is designed for the reporting of both personal injury and property damage incidents. If the wording of a question

Doesn’t specifically fit the incident, please provide enough information so someone not present could understand what

Happened.