

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)		
3	Name of person completing the report	Title of person completing report		
4	Business phone	Business email		
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)			
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.			
7	Is there an address for incident location? If yes, please provide the following:			
	Street address			
	City	State	Zip code	
8	Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. <i>Ex. maintenance garage, sports field</i>)			
9	Primary location (Identify the exact area of damage. <i>Ex. tool storage, batting cage</i>)			
10	Estimate of loss			
11	Contact person at facility			
12	Contact person's email			
13	Contact person's phone number			
14	Was damage caused by third-party (non-agency) individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
15	Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified:			
	Name	Street address		
	City	State	Zip code	
16	Has a police agency conducted an investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
17	What police agency investigated the incident?		What is the police report number?	
18	Were criminal charges brought against the responsible party? If yes, what were the charges?			