Property Incident Report

Date of Incident Report Received ______________________

Campus Police Incident Number ______________________

Incident Information: Incident Report Form (Form 221) must be submitted to the Property Clerk, Noel Buena, within 72 hours of completion.

1. Date of Incident (if known) ______________________
2. Date Incident Detected ______________________
3. Name of Individual Who Detected the Incident ______________________
4. Location Where Incident Occurred ______________________
5. Description of Incident
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
6. Estimate of cost of incident if property was lost, stolen or destroyed $________
7. Was any personal identifiable information involved with the incident? ( ) Yes ( ) No
8. Provide personal identifiable information (e.g. phone number, social security number, etc) ( ) Yes ( ) No
9. Notification to Information Technology, if applicable ( ) Yes ( ) No
10. Corrective action to prevent future occurrences ____________________________________________
    ______________________________________________________________________________________
11. Date of Corrective Action Implemented ________________

Individual filing report ____________________________ Signature ____________________________ Date ______

Department Administrator __________________________ Signature ____________________________ Date ______

Property Clerk __________________________ Signature ____________________________ Date ______

Controller __________________________ Signature ____________________________ Date ______

Chief of Police __________________________ Signature ____________________________ Date ______

Filing instructions: Department Administrator submits form to Property Clerk who will obtain additional signatures.

Noel Buena
BTE Room 1788
Phone: 805-437-8551
Fax: 805-437-3366