



(Staff contacted fills this section out)

Name: \_\_\_\_\_ District ID# \_\_\_\_\_ Today's Date: \_\_\_\_\_

Were pictures taken, if yes did they get attached to paperwork? \_\_\_\_\_

If items were stolen, was a police report made? **Yes**  **No**  If yes, what is police number: \_\_\_\_\_

If item had a serial number, what is serial number \_\_\_\_\_

What do you believe the cause of the damaged equipment was? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendations to prevent further damage to equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Chief Officer Comments

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180: \_\_\_\_\_ 181: \_\_\_\_\_ 182: \_\_\_\_\_ 183: \_\_\_\_\_ 186: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_