

Pinal County Risk Management  
Incident Report

This form is to be used for reporting a theft, vandalism, slip and fall or other non-mechanical type incidents. DO NOT use for vehicle accidents. Fill out this form immediately following an incident and submit to Risk Management. Report the incident to your supervisor. For assistance call Risk Management 520-866-6205.

**Employee and Department Information**

Name of employee making report:	Title:	Date:	Time:
Department:	Building Address:	Office Telephone Number:	

**Incident Information**

Type of incident:		
Reported to the police? <input type="checkbox"/> Yes <input type="checkbox"/> No	Officer's Name:	Badge Number:
Daily Report Number:	Name of Police Agency:	Telephone Number:

Location of incident:

Give full details of the incident:

Description of property damage or loss:

Victim's Name:	Telephone Number:	Estimated Loss:
Address:	City/Town:	State, Zip

**Signatures**

Employee Signature:	Date:	Supervisor Signature:	Date:
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**For Risk Management Use Only**

	Date Received:

Complete form within 24 hours and submit to Risk Management

Revised: March, 2004