SAMPLE Incident Report – Form Section – *Missing Person*

Provide an answer in each blank underlined space shown below. If a specific item of information was never provided in the video, write “unknown” in that space.

INCIDENT INFORMATION

INCIDENT # _____ DATE OF DISPATCH _____ TIME OF DISPATCH_____
(Month, Day, Year - ex. 12/25/65) (ex. 9:00 AM)

OFFICER BADGE # _____ PARTNER BADGE # _____ PRECINCT ASSIGNMENT _____

STREET ADDRESS_____ CRUISER#_____

CITY _____ STATE _____ ZIP CODE _____

CALLER / WITNESS / FAMILY MEMBER INFORMATION

LAST NAME _____ FIRST NAME _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____
(Month, Day, Year - ex. 12/25/65) (ex. 123-45-6789)

STREET ADDRESS _____ GENDER _____

CITY _____ STATE _____ ZIP CODE _____

PRIMARY PHONE _____ OTHER PHONE _____

WITNESS / FAMILY MEMBER INFORMATION

LAST NAME _____ FIRST NAME _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____
(Month, Day, Year - ex. 12/25/65) (ex. 123-45-6789)

STREET ADDRESS _____ GENDER _____

CITY _____ STATE _____ ZIP CODE _____

PRIMARY PHONE _____ OTHER PHONE _____

MISSING PERSON INFORMATION

LAST NAME _____ FIRST NAME _____

AGE _____ SOCIAL SECURITY # _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

GENDER _____ RACE _____ HEIGHT _____
(ex. 5 ft 8 in)

WEIGHT _____ EYE _____ HAIR _____
(Pounds) (Color - ex. brown, blue) (Color - ex. black, brown)

PRIMARY PHONE _____ OTHER PHONE _____

OTHER DESCRIPTION _____

_____

SAMPLE Incident Report – Narrative Section – *Missing Person*

Your response should be accurate, complete, concise, and well-organized; and provide proper grammar, spelling, word usage, and sentence structure. Information that you wrote in the Form above (e.g. date of birth, SSN#, address, phone #s, gender, race) does not need to be repeated below unless it is essential for clarity. You may refer to the Incident handout to ensure you include all relevant information in your response.

SAMPLE Incident Report – Narrative Section – *Missing Person*

Narrative (continued)

SAMPLE Incident Report – Narrative Section – *Missing Person*

Narrative (continued)