

# Tool Theft Incident Report

## Construction Locations

Incident Date

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Incident Time

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Location / Site Name

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Person Reporting (Name & Position)

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Contact Information

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Description of Incident

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Tools Stolen (Include quantities, serial numbers, value if possible)

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Last Seen Date & Time of Tools

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Area Where Theft Occurred

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Persons Present at Time of Incident

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Were There Any Witnesses? If Yes, Provide Names & Contact Info

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Actions Taken (Who was notified, steps taken, police contacted etc.)

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Police Report Number

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Reporting Officer Name

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Additional Comments

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Signature

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Date

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