

Tool Theft Incident Report

Construction Locations

Incident Date

Incident Time

Location / Site Name

Person Reporting (Name & Position)

Contact Information

Description of Incident

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

Last Seen Date & Time of Tools

Area Where Theft Occurred

Persons Present at Time of Incident

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

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

Police Report Number

Reporting Officer Name

Additional Comments

Signature

Date
