



Senior Pastor, Pastor Richard James

INCIDENT REPORT

In the event of a situation arising whether it is between individuals, property damage, theft, accident or other, this form is to be filled out in detail, signed by the ministry coordinator (responsible party) and/or witnesses. If you have a cell phone camera, please take pictures (if applicable) and provide copies with this form. If the police or fire departments are involved, immediately call the Church Administrator. This form and any supplemental information is to be turned in to the Administrative Office immediately.

Name (printed): _____ Signature: _____
Position held (if any): _____ Contact Phone: _____ Date: _____

Check all that apply:

- Theft: Please describe in detail what was taken, and approximate value of item(s). Who was involved? Were the police called?
Damage / Vandalism: Please describe what was damaged or vandalized and where the incident occurred. Please take as many pictures as possible to substantiate incident. Who was involved? Were the police called?
Accident / Injury: In detail describe how the accident occurred, what parts of the body was injured, who was involved (physically or witness to the incident). Please take as many pictures as possible to substantiate incident.
Altercations / Physical or Verbal Conflicts: Please describe in detail the situation. Who were the individuals involved. Was anyone hurt? Were the authorities called? In the event that the police called to the incident, immediately notify the Church Administrator.

Are you aware of any others who may have been a witness or have information regarding this Accident / Incident? YES NO

If so, please list their names: _____

Please describe incident:

(Use other side of this form if necessary)