OFFENSE/INCIDENT REPORT

INSTRUCTIONS ARE PRINTED SEPARATELY. IF ADDITIONAL SPACE IS NEEDED USE REVERSE OF FORM. IDENTIFY ITEMS.

1. TYPE: ☐ a. ORIGINAL ☐ b. CONTINUATION ☐ c. SUPPLEMENT OR FOLLOWUP

REPORT CONTROL SYMBOL: PB 126-1

2. CODE NO. | 2a. SORT | 3. TYPE OF OFFENSE OR INCIDENT | 4. CASE CONTROL NO.

5. BUILDING NO. | 6. ADDRESS

7. NAME OF AGENCY/BUREAU | 8. AGENCY/BUREAU CODE | 9. SPECIFIC LOCATION | 10. LOCATION

11. DATE/TIME OF OFFENSE/INCIDENT | 12. DAY | 13. DATE/TIME REPORTED | 14. DAY | 15. JURISDICTION (X): 1 EXCLUSIVE; 2 CONCURRENT; 3 PARTIAL; 4 PROPRIETARY

16. NO. DEMONSTRATORS | 17. NO. EVACUATED | a. TIME START | b. TIME END

16. PERSONS INVOLVED	ID CODE (a)	NAME AND ADDRESS (b)	AGE (c)	SEX (d)	RACE (e)	INJURY CODE (f)	TELEPHONE (g)
		Last Name, First, Middle Initial					HOME
		Number, Street, Apt. No., City and State (ZIP Code)					BUSINESS
		Last Name, First, Middle Initial					HOME
		Number, Street, Apt. No., City and State (ZIP Code)					BUSINESS

18. VEHICLE: a. STATUS: ☐ STOLEN ☐ SUSPECT ☐ GOV'T ☐ PERSONAL ☐ VANDALIZED ☐ RECOVERED | b. YEAR | c. MAKE | d. MODEL | e. COLOR (Top/Bottom) | f. IDENTIFYING CHARACTERISTICS

g. REGISTRATION: YEAR | STATE | TAG NO. | h. VIN | i. VALUE

20. ITEMS TAKEN: a. NAME OF ITEM | b. QUANTITY | c. OWNERSHIP ☐ GOV'T. ☐ PERSONAL | d. BRAND NAME

e. SERIAL NO. | f. COLOR | g. MODEL

h. VALUE | i. UNUSUAL OR UNIQUE FEATURES

j. PROPERTY WAS ☐ SECURED ☐ UNSECURED | k. STATUS OF PROPERTY ☐ RECOVERED ☐ MISSING ☐ PARTIAL RECOVERY | VALUE RECOVERED

l. NAME OF ITEM | m. QUANTITY | n. OWNERSHIP ☐ GOV'T ☐ PERSONAL | o. BRAND NAME

p. SERIAL NO. | q. COLOR | r. MODEL

s. VALUE | t. UNUSUAL OR UNIQUE FEATURES

u. PROPERTY WAS ☐ SECURED ☐ UNSECURED | v. STATUS OF PROPERTY ☐ RECOVERED ☐ MISSING ☐ PARTIAL RECOVERY | VALUE RECOVERED

21. NARRATIVE (If additional space is needed, use reverse of this form)

22. NOTIFICATION

	TIME NOTIFIED	TIME ARRIVED
a. OTHER POLICE AGENCY		
b. FIRE DEPARTMENT		
c. AMBULANCE		
d. BUILDING MANAGER		
e. OTHER (Specify)		

23. EVIDENCE ☐ YES ☐ NO | TAG NO. | a. TYPE | b. WHERE STORED

24. ATTACHMENTS (Mark "X" where applicable): a. CONTINUATION SHEET | b. GSA FORM 3157 | c. PROPERTY RECEIPT(S) | d. STATEMENT(S) | e. SUPPLEMENTAL | f. OTHER ATTACHMENTS (Specify)

25. SUSPECT STATUS: ☐ a. NOT IDENTIFIED ☐ b. GOV'T EMPLOYEE ☐ c. GOV'T CONTRACT ☐ d. NON GOV'T EMPLOYEE ☐ e. N/A

26. DISPOSITION OF SUSPECT: ☐ a. ARRESTED ☐ b. NOT ARRESTED ☐ c. CITATION ISSUED ☐ d. RELEASED NO. ☐ e. N/A

NOTE: Complete GSA Form 3157 when there is a Suspect, Att. Burglary, Burglary, Att. Robbery, Robbery, or a Weapon is used.

27. TIME: a. RECEIVED | b. ARRIVED | c. RETURNED TO SERVICE

28a. SADGE | b. NAME (Printed) AND SIGNATURE | c. DATE

29a. REVIEWED BY—NAME (Printed) AND SIGNATURE: ☐ PPS ☐ GS | b. DATE

30. CASE REFERRED TO: a. PPS DETECTIVE | b. LOCAL POLICE | c. STATE POLICE | d. FBI | e. IS | f. N/A | g. OTHER (Specify)

31. CASE: ☐ a. OPEN ☐ b. CLOSED ☐ c. UNFOUNDED

32a. APPROVING OFFICIALS NAME (Printed) AND SIGNATURE | b. DATE

33. DETECTIVE STATUS: a. CASE# | b. CLOSED (#) | INACT. | ARR. | GW | c. SUSPECT DEVELOPED | d. SUSPECT ARRESTED | e. ENTERED NCIC ☐ YES ☐ NO ☐ N/A | f. PROPERTY RECOVERED | g. VALUE | h. CLEARED NCIC ☐ YES ☐ NO ☐ N/A | i. REFERRED | j. DATE

GENERAL SERVICES ADMINISTRATION

GSA FORM 3160 (REV 7-85)