

**City of Hartford**  
**Property Damage / Job-Related Incident Report**

Employee: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Incident OCCURED On: \_\_\_\_\_ At: \_\_\_\_\_ AM or P

**Police Report Filed?** YES or NO                      **With?** City Police Dept / Sheriff's Dept

**Location of Incident (Be SPECIFIC - Include Cross Streets, Worksite, Location Details.)**

Location(s): \_\_\_\_\_ Unit/Vehicle #: \_\_\_\_\_

\_\_\_\_\_ Injuries? YES or NO

Driver: \_\_\_\_\_ Title: \_\_\_\_\_

Describe Area(s) Damaged: \_\_\_\_\_

*Describe the incident in FULL DETAIL. Include location on the road and/or worksite, direction traveled, and any reasons for which the incident may have occurred:*

Date: \_\_\_\_\_ Employee Signature \_\_\_\_\_

**Supervisor's Comments**

Observations and/or Possible Cause of the Incident:

Preventive measures recommended to prevent this type of incident in the future:

Date: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**City Manager's Comments**

Observations/Thoughts:

Disciplinary Action Recommended: \_\_\_\_\_

Date: \_\_\_\_\_ City Manager's Signature \_\_\_\_\_

**Cost/Estimate for Repair or Replacement:** \_\_\_\_\_