

REST AREA INCIDENT REPORT

Record every incident noted, such as, stolen tables, rutted lawn, broken lights, scratched windows, broken fixtures, damaged partitions, substance abuse and anti-social activities, etc. (Do not record normal graffiti.)

- (1) Estimate time of incident.
- (2) Describe damage. (Specify V = Vandalism or O = Observation.) If more room is needed use reverse side of paper. If there is none write none. Include description of vehicle and license number if one was obtained.
- (3) Give police agency, location of post and report number, if available.
- (4) Have Foreman or Rest Area Coordinator help with estimated cost of repair.

REST AREA		MONTH & YEAR	REGION	
DATE	(1) TIME OCCURRED	(2) DESCRIPTION OF DAMAGE OR OBSERVATIONS	(3) POLICE AGENCY	(4) ESTIMATED COST OF REPAIR
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