Ace Hardware Incident Report

WHAT:

THEFT
- ☐ Shoplifting
- ☐ Other Customer Fraud
- ☐ Employee
- ☐ Suspected Employee
- ☐ Credit
- ☐ Checks
- ☐ Burglary/Robbery
- ☐ From Employee

OTHER
- ☐ Mysterious Disappearance
- ☐ False Alarm
- ☐ _____

SHORTAGES
- ☐ Transfer (Unresolved)
- ☐ Distribution (Unresolved)
- ☐ Money

SAFETY
- ☐ Accident-Injury
- ☐ Fire-Smoke
- ☐ Glass Breakage
- ☐ Water Damage

WHEN

Date of Report

Date of Incident

Time of Incident ☐ AM ☐ PM

WHERE Company Store Number

Street

City State

Phone (AC)

WHO ☐ Employee ☐ Customer ☐ Vendor

Name

Address Apt.

City State

Color	Height	Weight	Build	Hair	Eyes	Comp

Dob Pob Age

Emp

Address

City State

Position Length

SSN

Previous Record

HOW (For Shoplifting)

First Observed

time

place

by

Approached

time

place

by

Searched

by

cash on person

Time left store Purchases made

Dept	Quan	Description of Merchandise	Unit Price	Value

DESCRIPTION OF INCIDENT

FOR ACCIDENTS THE FOLLOWING QUESTIONS MUST BE ANSWERED
1. Kind and extent of **INJURY** or **DAMAGE** to equipment, property or mdse.
2. CAUSES such as UNSAFE ACT or CONDITION.
3. WITNESSES and their address/phone 4. REMEDY to prevent recurrence.

Total ▶

DISPOSITION ☐ Suspended ☐ Ret to Duty ☐ Discharged ☐ Released ☐ Prosecuted ☐ Hospitalized

WHERE BY WHOM

MERCHANDISE AT: ☐ Security Office ☐ P. Dept. Evidence #_____ ☐ Returned to Stock ☐ Marked out of stock

REPORT PREPARED BY TITLE NUMBER OF ATTACHMENTS ☐

1048 4/96