|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Information** | | | | | | |
| **PCN:** |  | | | **Property Tag:** |  | |
| **Description/Noun:** | | |  | | | |
| **Report of Survey Information** | | | | | | |
| **1. Date item was discovered missing** | | | | | |  |
| **2. Date loss was reported:** | | | | | |  |
| **3. Name and contact data of individual who reported the loss:** | | | | | |  |
| **4. Description of how the loss was discovered and reported.** | | | | | | |
|  | | | | | | |
| **5a. When was the item inventoried last?** | | | | | |  |
| **5b. Was the loss discovered during the annual inventory?** | | | | | |  |
| **6. How was the item lost or damaged?** | | | | | | |
|  | | | | | | |
| **7. Report of facts revealed in each interview with names and contact info of those interviewed (upload):** | | | | | | |
|  | | | | | | |
| **8. Upload copies of police or fire reports applicable to the loss/damage** | | | | | | No File uploaded  Files uploaded |
| **9. Where appropriate, upload one to four photos relevant to the investigation** | | | | | | No photos uploaded  Photos uploaded |
| **10. Circumstances or conditions contributing or causing the loss, theft or damage**  **a. A statement by the investigator as to whether or not negligence by an individual or a unit procedural deficiency led to the loss. The investigating officer should clearly state facts useful to commanders for determining whether an individual’s negligence is responsible for the loss or damage.** | | | | | | |
|  | | | | | | |
| **11. Copies of documentation of attempts to recover property from current or former CAP members** | | | | | | None  Files uploaded |
| **12. Documentation of an approved directive or procedure change that will prevent similar losses from occurring** | | | | | | None  Files uploaded |
| **Investigating Officer Information** | | | | | | |
| **Name** | |  | | | | |
| **Email** | |  | | | | |
| **Telephone** | |  | | | | |