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| --- |
| **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** |  |