

# Incident / Activity Report

<b>Name:</b>	<b>Date:</b>	<b>Patrol Start Time:</b>	<b>Patrol End Time:</b>
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Time	Incident / Activity	Location	Action Taken	Conclusion
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Use the back of this form for additional notes and information.

Individual Description		Individual Description		Vehicle Description	
Hair Color:		Hair Color:		Make:	
Facial Hair:		Facial Hair:		Model:	<input type="checkbox"/> 2 Door <input type="checkbox"/> 4 Door
Height:	Weight:	Height:	Weight:	Color:	
Clothing Description (color):		Clothing Description (color):		License Plate #:	State:
Age:		Age:		Bumper or Window Stickers:	
Eye Color:		Eye Color:		Dents or Damage:	
Tattoos / Scars:		Tattoos / Scars:		# of Passengers:	
Gold Teeth / Earrings:		Gold Teeth / Earrings:		Last Direction of Travel:	
General description:		General description:		Other Information:	

## Instructions

1. Start your patrol by making sure you have your cell phone and a pen. Then pick up the signs and clipboard from the designated area.
2. Write in your Name, Date, and Patrol Start Time on a NEW Citizen Patrol Log form.
3. As you make your patrols use both sides of this form to help you collect and organize information about suspicious or unusual activities. Use additional forms as necessary.
4. At the end of your patrol, review and complete any entries on your patrol form, then enter your Patrol End Time.
5. If you have recorded suspicious activity on your Patrol Log, then communicate it to the current or next HPD officer on patrol. This is done by leaving a voice message on the Candlelight Oaks Security Service Line @ 713-858-8020.
6. Return the magnetic signs and clipboard to the designated area. Remove your completed log sheet(s) and place them in the appropriate folder.

If you see a **crime** in progress or any **emergency** dial **911**

If you need **non**-emergency assistance or police dispatch call 713-222-3131

Candlelight Oaks Security Service Line call 713-858-8020

Refer to the security link @ <http://www.candlelightoaks.org> for more resources.