

**TITLE OF REPORT**

Prisoner Transport, Courtroom Security, Cellblock Security, etc.

**DATE OF OCCURRENCE**

Self explanatory.

**REPORT BY**

The name and title of person preparing the report.

**REPORTING DISTRICT**

The name of the district where the report is prepared. (Please annotate if different from where the occurrence happened)

**TYPE OF OCCURRENCE**

This space will contain a brief description of the nature of the occurrence.

**NARRATIVE DESCRIPTION OF OCCURRENCE**

All incidents should be reported via the Capture Incidents Module. The (b) (7)(E) may be used for documenting occurrences that are not considered incidents. The narrative should indicate whether this is an initial report or a follow-up or continuation of previous activity, and should be written in accordance with the guidelines described above.

**SIGNATURE**

This block should contain the signature and title of the preparer.

**DATE PREPARED**

The date the report was prepared and signed. This information may differ from the information provided in item 2.

**APPROVED**

This space is for the signature of the headquarters or district management or reviewing official. The signature indicates that the report has been completed in accordance with the provisions of these instructions and is accurate and complete in every respect. The approving official will be held responsible for substandard reports.

**DATE APPROVED**

The date headquarters or district management or the reviewing official signed the report.

**DISTRIBUTION**

Check the appropriate block for distribution and enter the district, headquarters unit or other agency where the report was distributed. Copies and distribution will not be made without the prior approval of headquarters or district management.