



**Incident Reporting:  
Report of Property Damage**

**Bannock County**  
624 E Center Street  
Pocatello, ID 83201

Human Resources and Risk Management

**Instructions:** Employees shall use this form to report all accidents or incidents that result in property damage. This helps us to identify and correct hazards and to make insurance claims. This form shall be completed as soon as possible and given to a supervisor for further action

Name of individual completing this form	
Bannock County department	
Phone number	
E-mail	

Date and time of incident	
Name(s) of employee(s) involved and witnesses	
Contact information for employee(s) involved and witnesses	

Describe what happened. Use attachments if necessary.

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Describe injuries and/or property damages.

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Describe the property that was damaged (make, model, VIN)

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Your signature:	Today's Date:
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