

APPENDIX A
CACC Form 18
Report of Intrusion

1. LOCATION

- i. Unit Name _____
- ii. Physical Address of unit _____
- iii. City _____ Zip _____

2. TIME

- i. Date of intrusion _____
- ii. Time of intrusion _____ Is this time exact ____ or approximate? ____

3. IVENTORY OF MISSING ITEMS

SKU	ITEM DESCRIPTION	QTY MISSING	SERIAL # IF ANY

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

Check here if additional sheets attached and indicate # of additional sheets (_____)

4. EXPLANATION OF CIRCUMSTANCES SURROUNDING LOSS

Include a statement detailing how the loss was discovered, how discovered the loss, what evidence existed of intrusion, and any evidence collected. Include digital photographs as available.

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

Check here if additional sheets attached and indicate # of additional sheets (_____)

APPENDIX A
CACC Form 18 – Page 2
Report of Intrusion

5. REMARKS

Include a statement detailing the adequacy of security measures prior to the intrusion, steps taken to recover lost articles, and steps taken to prevent a recurrence of intrusion.

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

Check here if additional sheets attached and indicate # of additional sheets (_____)

6. **ATTACHMENTS**: Check all attachments included with this report

- Police Report (File Number_____)
- Photographs (# of photographs_____)
- Inventory of missing items
- Statement of circumstances surrounding loss (See #4 above)
- Statement of additional remarks (See #5 above)

Principal's Full Name _____

Principal's Signature _____

Date _____

Commandant's Full Name and Rank _____

Commandant's Signature _____

Date _____