



# INCIDENT REPORT

Incident Report Form

Date of incident: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
 Communication Center Notified: Yes No  
 Assigned Incident ID From Dispatch:

## INSTRUCTIONS

If you need to report an accident, immediately contact law enforcement, or if you are reporting suspected illegal activity, contact law enforcement prior to recording it here. After you have contacted law enforcement, complete this form to report any incident, suspected illegal activity or maintenance issues. Please provide complete information about the incident. This form must be attached to your ambassador worksheet form and should be used for only one incident.

### TIME & LOCATION OF INCIDENT

Time of Day:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Name of Trail:	
County:	
GIS Coordinates:	
Knowledge of Incident:	
Did not observe incident <input type="checkbox"/> Observed incident <input type="checkbox"/>	
Type of Incident:	
<input type="checkbox"/> Maintenance Issue	
<input type="checkbox"/> Suspected Illegal Activity	
<input type="checkbox"/> Trail Use Conflict <input type="checkbox"/> Invasive Species	

### AMBASSADOR INFORMATION

Primary Ambassador Name & ID:
Additional Ambassadors and IDs:

## SHORT NARRATIVE

Describe WHERE the incident occurred, or what part of the trail has maintenance. Use an approximate distance from a trailhead, a recognizable marker (sign, rock, tree, field), by a trail intersection, etc. Use a map/diagram/photograph to show the location of the incident. Attach or draw in the space below.

## MAINTENANCE ISSUE

Type of issue:			Condition of trail:	Condition time-frame:
<input type="checkbox"/> Downed tree <input type="checkbox"/> Trail erosion <input type="checkbox"/> Overgrown trail <input type="checkbox"/> Needed sign <input type="checkbox"/> Damaged sign <input type="checkbox"/> Misleading sign	<input type="checkbox"/> Bridge in need of repair <input type="checkbox"/> Steps in need of repair <input type="checkbox"/> Fence / Gate in need of repair	<input type="checkbox"/> Undesigned trail (trail created by off-trail use, not a legal trail) <input type="checkbox"/> Trash / waste <input type="checkbox"/> Other:	<input type="checkbox"/> Trail not passable <input type="checkbox"/> Trail passable  <input type="checkbox"/> Reported to communications center? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Noticed for the first time <input type="checkbox"/> At least two weeks <input type="checkbox"/> At least one month <input type="checkbox"/> Over a year <input type="checkbox"/> Other:
Additional Comments:				

## SUSPECTED ILLEGAL ACTIVITIES

Type of activity:		Condition time-frame:
<input type="checkbox"/> Trespassing on Private Property <input type="checkbox"/> Illegal Driving of Motorized Vehicles on Trails (ATVs, Cars, Trucks, Snowmobiles, etc.) <input type="checkbox"/> Stolen Property/Signs or Property Damage <input type="checkbox"/> Illegal Dumping/Hazard Waste Disposal	<input type="checkbox"/> Illegal Camping or Campfire <input type="checkbox"/> Illegal Hunting/Poaching <input type="checkbox"/> Drug or Alcohol Use <input type="checkbox"/> Other:	How did you find out about the activity:  <input type="checkbox"/> Observed the activity firsthand  <input type="checkbox"/> Saw evidence of the activity after it happened
Additional Comments:		
Law Enforcement should be your first contact regarding this incident. Have you contacted Law Enforcement: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list the Law Enforcement person(s) and phone number(s) here:		
Reported to communications center? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## TRAIL USE CONFLICTS

Location of Conflict:	Conflict occurred between: <input type="checkbox"/> Myself <input type="checkbox"/> Not Myself <span style="float: right;"><input type="checkbox"/> I was a witness to a</span>			
<input type="checkbox"/> On the trail <input type="checkbox"/> Off the trail <input type="checkbox"/> At an intersection with another trail <input type="checkbox"/> At an intersection with a road or highway <input type="checkbox"/> Other:	Party One		Party Two	
	<input type="checkbox"/> Hiker <input type="checkbox"/> Bicycle <input type="checkbox"/> ATV <input type="checkbox"/> Car / Truck <input type="checkbox"/> Hunter	<input type="checkbox"/> Snowmobile <input type="checkbox"/> Cross Country Skier <input type="checkbox"/> Equestrian <input type="checkbox"/> Animal _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Hiker <input type="checkbox"/> Bicycle <input type="checkbox"/> ATV <input type="checkbox"/> Car / Truck <input type="checkbox"/> Hunter	<input type="checkbox"/> Snowmobile <input type="checkbox"/> Cross Country Skier <input type="checkbox"/> Equestrian <input type="checkbox"/> Animal _____ <input type="checkbox"/> Other _____
Additional Comments:				
Reported to communications center? <input type="checkbox"/> Yes <input type="checkbox"/> No				

## INVASIVE SPECIES

Characteristics & Location	
Plant Name (Common and/or Latin Name):	Size & Density of Infestation (describe and estimate numbers):
Habitat description (Describe general habitat type such as forest interior, forest edge, old field, prairie, wetland, lake shore, crop field, pasture, disturbed ground, urban setting type. Is it public or private land):	
Location Landmarks (Provide enough details so site can be found again. Note nearby landmarks such as city name, roads, intersections, driveways, lake edges and other natural and cultural features):	
Reported to communications center? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Finished with the report? Scan and send it to [comcenter@trailambassador.com](mailto:comcenter@trailambassador.com) or fax it to 888-649-0676  
 Need help? Call our communications center at (920) 783-6728 or email us at [comcenter@trailambassador.com](mailto:comcenter@trailambassador.com)