

# THEFT/BURGLARY/VANDALISM INQUIRY

Place of Loss: \_\_\_\_\_

Address: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Loss (i.e. burglary, theft, vandalism) \_\_\_\_\_

Date of Loss: \_\_\_\_\_ Who Discovered Loss? \_\_\_\_\_

When? \_\_\_\_\_

Under what circumstances were losses discovered? \_\_\_\_\_

Was there evidence of forcible entry? \_\_\_\_\_

Where was the point of entry? \_\_\_\_\_

Were the Police Notified? \_\_\_\_\_ When? \_\_\_\_\_

By Whom? \_\_\_\_\_ What Branch/Dept.: \_\_\_\_\_

Name of Investigating Officer: \_\_\_\_\_

Describe property stolen, destroyed or lost: \_\_\_\_\_

\_\_\_\_\_

Estimated Value of loss: \_\_\_\_\_

Do you have any suspects? Reason? \_\_\_\_\_

\_\_\_\_\_

Upon completion, please mail form and any supporting documents (police reports, statements, pictures, etc.) to:

Sumner County Government  
Office of Human Resources  
355 North Belvedere Drive, Rm 101  
Gallatin, Tennessee 37066-5410

Phone: (615)451-6023  
Fax: (615)451-6052

Any additional information should be written on a separate sheet of paper and attached.