

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Citizen Incident Report**  
**Please PRINT - Fill out Page 1 - Please PRINT**

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex: M F  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_

**Parent or Guardian Contact Info:**

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex: M F  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_

**Details of the Incident:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Specific* Location/Address:

\_\_\_\_\_

**Specific Description of the exact location at this address (i.e. sidewalk on east side of parking lot):**

\_\_\_\_\_  
\_\_\_\_\_

**Written description of the incident (in your own words):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Florida Statute 837.06 - False official statements.— Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

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**County Agency Statement**

**Employee's statement of the event, name and work phone number**

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**Employee's statement of the event, name and work phone number**

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**Police or Emergency Personnel Responded: Yes    No**

**Responding Agency & Case number** \_\_\_\_\_

**Attach the following documents, if relevant and available**

- Photos
- Quote/estimate/medical bills/repair receipt
- Maintenance records/work orders on incident location
- Signed waivers
- Pictures of posted warning signs
- Description of conditions at the time of the event

**Other information you may think is helpful. Please fill this out today while your memory of the event is fresh! It's better to have an event documented and never need it, then to need it and not have it.**

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Forms may be emailed to: [wwhite@washingtonfl.com](mailto:wwhite@washingtonfl.com) or [adudley@washingtonfl.com](mailto:adudley@washingtonfl.com);  
Faxed to (850) 415-5152, or mailed to: Human Resources, Washington County BOCC  
1331 South Bld., Chipley, FL 32428  
(850) 415-5151