



# City of Round Rock

## CITIZEN INCIDENT INQUIRY SHEET

### INCIDENT INQUIRY INFORMATION

Date: \_\_\_\_\_  
Citizen Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Citizen Address: \_\_\_\_\_ Citizen Phone: \_\_\_\_\_

### INQUIRY DETAILS

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

### INJURIES:

Any injuries :  Yes  No  
If yes, explain: \_\_\_\_\_  
Were injuries treated:  Yes  No  
If yes, where: \_\_\_\_\_

### VEHICLE:

Vehicle Involved:  Yes  No  
If yes, is the vehicle drivable:  Yes  No  
If no, where is the vehicle: \_\_\_\_\_  
Any estimates obtained:  Yes  No  
*If yes, obtain copies* *If no, get 2-3 estimates*

### HOME:

Is citizen owner of home:  Yes  No  
If no, who is owner: \_\_\_\_\_

### MISCELLANEOUS:

Any pictures taken:  Yes  No  
*If yes, obtain copies 512-218-5493*  
Is the site managed by a contractor?  Yes  No

Name or description of City of Round Rock employees if involved:  
\_\_\_\_\_

Description of incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to Michael Bennett, Risk Mgr, 231 E. Main St. or email to Michaelbennett@roundrocktexas.gov