



Metropolitan Community College Request for MCC Police Dept. Incident Report



INSTRUCTIONS FOR SENDING THIS REQUEST

1. Select "File" and "Save As"
2. Save the document to your desktop.
3. Close web browser and open document from your desktop
3. After completing the document, re-save to the Desktop
4. With completed Document OPEN, Select "File" and "Attach to email...."
5. **Send to: edtowsend@mccneb.edu and dclark2@mccneb.edu**

Date of Request _____ Incident Report # _____ Video Request \$10.00 fee

Requesting Person _____ Metro ID # _____

Address _____

City _____ State _____ Zip Code _____

Driver's License # _____ State _____ Expire Date _____

Telephone # _____ Cell phone # _____

Date of the Incident _____ Time of Day _____ AM PM

Parties Involved

Brief Description of the Incident

Request Approved Approved By: _____