

Victim Incident Reporting Sheet

Purpose

This reporting sheet is a simplified educational template designed to help individuals organize information when documenting incidents, criminal activity, harassment, abuse, threats, or other harmful conduct.

This document is not legal advice and does not replace emergency services, law enforcement reporting systems, legal counsel, or victim advocacy services.

In an emergency, contact local emergency services immediately.

SECTION 1 — Basic Incident Information

Report Information

- Report Number (if assigned): _____
 - Date of Report: _____
 - Time of Report: _____
 - Reporting Method:
 - In Person
 - Phone
 - Online
 - Written Statement
 - Third-Party Report
-

SECTION 2 — Victim Information

Victim Details

- Full Name: _____
- Preferred Name: _____
- Date of Birth: _____
- Phone Number: _____
- Email Address: _____
- Address: _____
- Emergency Contact: _____

- Relationship to Emergency Contact: _____
-

SECTION 3 — Incident Classification Codes

Primary Code

- Country Identifier: _____
- State / Province Identifier: _____
- Main Classification Code: _____

Example:

- US-AZ-A60-L4
- CA-ON-C120-L2

Secondary Codes (if applicable)

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

SECTION 4 — Type of Incident

Select All That Apply

Crimes Against Persons

- Assault
- Threats
- Harassment
- Stalking
- Kidnapping
- Human Trafficking

Property and Financial Crimes

- Theft
- Fraud
- Identity Theft

- Robbery
- Vandalism

Sexual Offenses

- Sexual Harassment
- Sexual Assault
- Exploitation

Cyber and Technology Crimes

- Hacking
- Online Harassment
- Deepfake Abuse
- Unauthorized Surveillance

Workplace and Institutional Harm

- Workplace Harassment
- Retaliation
- Labor Exploitation
- Institutional Abuse

Other

- Other: _____

SECTION 5 — Incident Details

Date and Time of Incident

- Incident Date: _____
- Incident Time: _____
- Duration of Incident: _____

Location Information

- City: _____
 - State / Province: _____
 - Country: _____
 - Specific Location: _____
-

- Unknown
 - Other: _____
-

SECTION 8 — Witness Information

Witnesses

Witness 1

- Name: _____
- Contact Information: _____
- Statement Summary: _____

Witness 2

- Name: _____
- Contact Information: _____
- Statement Summary: _____

Witness 3

- Name: _____
 - Contact Information: _____
 - Statement Summary: _____
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SECTION 9 — Evidence Documentation

Available Evidence

- Photographs
- Videos
- Audio Recordings
- Text Messages
- Emails
- Social Media Messages
- Financial Records
- Medical Records
- Police Reports
- Surveillance Footage

- Witness Statements
- Other: _____

Evidence Description

SECTION 10 — Harm and Impact Assessment

Physical Harm

- None
- Minor Injury
- Serious Injury
- Medical Treatment Required

Emotional / Psychological Harm

- Fear
- Anxiety
- Emotional Distress
- Intimidation
- Trauma Symptoms
- Ongoing Harassment Concerns

Financial Harm

Estimated Loss Amount: _____

SECTION 11 — Immediate Safety Concerns

Current Threat Level

- No Immediate Threat
- Ongoing Harassment
- Fear for Safety
- Threats of Violence
- Emergency Risk

Requested Assistance

- Police Assistance
 - Medical Assistance
 - Legal Assistance
 - Victim Advocacy
 - Protective Order Information
 - Emergency Shelter Information
 - Workplace Assistance
 - Mental Health Support
-

SECTION 12 — Reporting Agencies Contacted

Agencies or Organizations

1. Agency Name: _____
Date Contacted: _____
Case Number: _____
 2. Agency Name: _____
Date Contacted: _____
Case Number: _____
 3. Agency Name: _____
Date Contacted: _____
Case Number: _____
-

SECTION 13 — Follow-Up Tracking

Investigation Notes

Future Follow-Up Dates

- Follow-Up Date 1: _____
- Follow-Up Date 2: _____

- Follow-Up Date 3: _____

SECTION 14 — Reporter Certification

I certify that the information provided in this report is accurate to the best of my knowledge.

Signature: _____

Date: _____

Simplified Quick-Code Reference

Example Classification System

A — Crimes Against Persons

B — Sexual Offenses

C — Property Crimes

D — Drug Offenses

E — Crimes Against Children and Families

F — Public Order Offenses

G — Government and Justice System Crimes

H — Cyber and Technology Crimes

I — Weapons Offenses

J — Transportation Crimes

K — Environmental Crimes

L — Immigration and Border Offenses

M — Organized Crime

N — Fraud and Commercial Crimes

O — National Security Crimes

P — Medical and Health Crimes

Q — Civil Rights Violations

R — Emergency and Disaster Crimes

S — Regulatory Crimes

T — Emerging and Specialized Crimes

U — International and Transnational Crimes

V — Violent Extremism and Threat Crimes

W — Workplace and Institutional Crimes

X — Experimental and Extraordinary Crimes

Y — Vulnerable Population Crimes

Z — Crimes Against Humanity

Example Reporting Format

Example:

US-AZ-H20-L3

Meaning:

- US = United States
- AZ = Arizona
- H20 = Ransomware Deployment
- L3 = Serious Felony Level

Closing Note

This reporting sheet is intended as an organizational aid for documenting incidents and preserving information in a clear and consistent format for future reporting, legal consultation, advocacy, educational review, or investigative purposes.