***CONFIDENTIAL INFORMATION THE RECORDS BENEATH THIS COVER CONTAIN CONFIDENTIAL INFORMATION, AND ARE TO BE SAFEGUARDED FROM UNAUTHORIZED DISCLOSURE.THIS COVER MUST BE ATTACHED AT ALL TIMES WHEN THE INFORMATION IS REMOVED FROM SECURE FILES.***

Incident Name: (*Local reference name, if wildfire, wildfire name)*

Trespass Case Number: (*local unit establishes, see Chapter 3, section 3.2 for guidance)*

Date of Incident: (*Estimated date incident/trespass occurred)*

Date & Time Trespass Reported: (*Actual date and time wildfire/trespass is reported)*

Location: (*Specific location trespass occurred, for example, Lat/Long, Legal Description)*

Person Writing Report: (*the name of the person writing this report)*

Persons Conducting Investigation: (*The names of the persons conducting the trespass investigation, include those conducting fire investigation)*

Report Submitted By: (*The name of the person completing this report)*

Date: *(Date the trespass report is completed and submitted to Line Officer)*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Narrative Statement:** (*The narrative statement should expand on the contents of the field report and cover the circumstances which led to the act of the trespass.)*

**Investigation:** (*This is a description of the investigation. It includes when the trespass was detected, the products removed or damaged and the situation surrounding the trespass and the actions and procedures the investigator(s) employed to conduct their investigation.*)

**Conclusion:** (*This is a brief description of the findings from the investigation and the recommended course of action for remedy.)*

**Damages:** (*This section should identify the products being appraised, include a description of the methodology used, sources for price information, adjustments and/or penalties applied, volume estimation (cruise or scale) methods and any other relevant information. There should be a short statement about the final estimated value of the loss or damages.)*

**Include the Following:**

* Damage Worksheets
* Volume Estimates
* Appraisal
* Cost Worksheets
* Interest Calculations
* Immature Stand(s) Value Estimation

**Maps:** (*This is a list of maps included in this report as well as a copy of the maps. All maps included should be referenced in the report.*)

**Property and Evidence:**  (*This is a description of any property and evidence identified collected as a result of the trespass and the investigation. It should also include a statement if the chain of custody has changed.*)

**Photo Log and Photos:** (*Each photo should be logged on a photo log as it was taken to document the time, date, location, describe what is being photographed and the direction (N, NW, NE, E, W, S, SE, SW) the photo was taken.)*

**Supplemental Reports, worksheets or other supporting documents:** ( *Supplemental reports may include police reports, forensic testing results, timber sales contracts, individual fire reports, spot weather forecasts or records, and any other supporting information.)*

**Witness Statements:** (*A list of the witness statements and a copy of the actual witness statement should be provided*)

**List of Contacts:** (*List the individuals contacted in the course of the trespass investigation*)

**Copies of Report Distributed to:** (*List the persons a copy of this report has been distributed to)*