

Appendix M
Trespassing Incident Report Form

DANGER AREA TRESPASSING INCIDENT REPORTING FORM

If you discover anyone trespassing inside a fenced danger area on the former Fort Ord, **report it immediately** to the Presidio of Monterey Police Department at (831) 242-7851. Complete as much of Section A as possible even if the discovery is unconfirmed or the trespasser is not apprehended. Fax the form to the Fort Ord Base Realignment and Closure Office, MMRP Site Security Manager Fax: (831) 242-7019. Ph: (831) 242-7919.

If you discover evidence of trespassing inside a fenced danger area on the former Fort Ord (i.e. fence down, fence cut, footprints, bike tracks, etc.), complete Section B of this form and provided it immediately to the Fort Ord Base Realignment and Closure Office, MMRP Site Security Manager Fax: (831) 242-7019. Ph (831) 242-7919

A. TRESPASSING INCIDENT DETAILS:

Name of Person Reporting:	Telephone:
Agency:	Fax:
Date & Time of Trespassing Incident:	
Description of Trespasser(s) (children (approximate age)/adults/number of trespassers/clothing/equipment):	
Location (where seen/direction of travel/apprehended?):	
How and where did the trespasser access the area? (i.e. cut the fence, climbed over/under, etc.):	
What was the trespasser doing in the area? (i.e. biking, hiking, horseback riding, souvenir hunting, other)	

B. EVIDENCE OF TRESPASSING:

Name of Person Reporting:	Telephone:
Agency:	Fax:
Date & Time of Discovery of Evidence:	
Location of Evidence (Be as specific as possible):	
Description of Evidence (i.e. fence cut/down, foot prints, trackprints, etc.):	
Additional Comments	

C. To be completed by Fort Ord BRAC MMRP Site Security Manager:

Completed Form Received:	Date & Time:
Disposition/Investigation (repairs/modified security measures):	