

*Northern Maine Community College*  
*Theft Report*



*Please complete this report for any missing/stolen article(s) which is college or personal property.*

In the event of a theft, the following steps should be taken:

1. Notify campus security – 551-5765.
2. Notify police as appropriate. *Decision to be made with campus security staff.*
3. Complete this report.

Name of program/person from whom property is missing: \_\_\_\_\_ Phone \_\_\_\_\_

Location of Theft: \_\_\_\_\_ Time Discovered Missing \_\_\_\_\_

\_\_\_\_\_  
Name of Campus Security Officer Notified

\_\_\_\_\_  
Name of Police Officer (*if applicable*)

**List of items(s) missing; give a brief description; supply serial number, model, etc. if known; and estimate the value of the property.**

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Signature of Person Completing Report

\_\_\_\_\_  
Date