

**CITY CLAIMS NOTIFICATION**  
**Chicago Police Department**

NOTE: This form is to be used when accidental property damage is caused by the Chicago Police Department during official business.

DATE

LOCATION OF INCIDENT	DATE & TIME OF INCIDENT	R.D. NO.
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TYPE OF PROPERTY DAMAGED (Brief description)

HOW WAS PROPERTY DAMAGED? (Brief description)

NAME OF PROPERTY OWNER	TELEPHONE NO.
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HOME ADDRESS OF PROPERTY OWNER

NAME OF MEMBER INVOLVED	STAR NO.	BEAT NO.	UNIT NO.
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NAME OF MEMBER INVOLVED	STAR NO.	BEAT NO.	UNIT NO.
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WAS DEPARTMENT PROPERTY DAMAGED IN THE INCIDENT?  
 YES  NO

ADDITIONAL MEMBERS INVOLVED, IF ANY

ADDITIONAL COMMENTS, IF ANY

IS THE DISTRICT COMMANDER'S APPROVAL REQUIRED ON ANY SUBMITTED REPORTS? (If yes, fax signed report to the Department of Law, Torts Division at (312) 744 - 5449).  
 YES  NO

NAME OF REPORTING SERGEANT	STAR NO.	UNIT NO.	REPORTING SERGEANT'S SIGNATURE
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DID YOU NOTIFY THE DEPARTMENT OF LAW? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF PERSON NOTIFIED	TIME OF NOTIFICATION
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NOTIFICATION MADE BY	STAR NO.	UNIT NO.	DESIGNATED SUPERVISOR'S APPROVAL SIGNATURE
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