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NOTICE OF INCIDENT REPORT

You are receiving this document because an SPS Parking Supervisor has completed an incident report. The report is for informational purposes only. A copy will be provided to your employer. Our staff will review the incident report and gather any details needed. This can take some time, depending on the circumstances. Entry and exit times may be verified and card activity examined.

Once the investigation is complete, the findings are presented to our Director of Operations who will then consult with your employer. Please be aware that this process can take up to five business days to complete.

Issued by: _____ **Date:** _____

Person reporting incident: _____
(Print name)

Signature: _____