

Content Form

Page Title: Instructions for Completing Loss Report Form

Contact Information (Optional)

This is the contact information that will go on this page. All main department / division pages should have contact information. For all other pages, contact information is optional.

Department Head / Main Contact:

Position / Title:

Email Address:

Address (street, city, state, zip):

Ph:

Fx:

Hours:

Content (REQUIRED)

Please provide the text you would like on this page. You can also insert tables and / or give directions for images that you want included, links, etc. Remember to upload any documents and images for this page to Page Notes. If you have completed the Jump Start program, you can add documents directly to the Document Center.

- 1 In event of an accident involving a county employee, equipment or vehicle,
. this form is to be completed by the supervisor, fleet manager, or other manager from the department of the employee involved or the department where the accident occurred.
- 2 This form is to provide the facts of the accident as seen by the individual
. completing the report.
- 3 Photos of the scene, including all vehicles or equipment involved, should be
. provided.
- 4 Send the report, photos, etc., to the Finance Department, attention of
. Louise Horton.

Content Form

Feature Column Modules

The following elements will show up in the right-hand feature column of this page. For an example, see the Daytona Beach Police Department page: <http://www.codb.us/index.aspx?nid=280>

Quick Links Module (Optional)

Quick links will show up as a list of links in the feature column for this page.

Quick Links can be external / internal links or links to a document. Please upload documents to Page Notes.

Text for Link:

URL / Document Name:

Text for Link:

URL / Document Name:

Frequently Asked Questions Module (Optional)

FAQs will show up as a list of questions in the feature column.

Question:

Answer:

Question:

Answer:

Department Calendar (Optional)

We will set up the Calendar for this page, but it will not show up until you add events to it. Please note that CivicPlus does not add events to the Calendar module. You will be able to add those during / after training.

Would you like your department calendar turned on for this page? no

Department News Flash (Optional)

We will set up the News Flash for this page, but it will not show up until you add news stories to it. Please note that CivicPlus does not add events to the Calendar module. You will be able to add those during / after training.

Would you like your department news flash turned on for this page? no