

The following is the process for reporting **Unusual** Incidents:

- 1) Fill out Unusual Incident Reporting Form and EMAIL to [muifax@riversidedd.org](mailto:muifax@riversidedd.org) or FAX to (937) 332-3496
- 2) Written Report MUST be submitted no later than 3:00pm the next working day

The following is the process for reporting **Major Unusual** Incidents:

- 1) MUST be reported immediately or within four (4) hours by any one of the following methods: in Person, Phone call or Email
- 2) AFTER HOURS: Immediate report is made by calling 937-875-0484
- 3) MUIs can also be reported directly to Investigative Agent Doug Henning at 937-440-3064 (office) or 937-524-1727 (mobile)
- 4) Completed Incident report completed by 3:00pm the next working day sent to [doug.henning@riversidedd.org](mailto:doug.henning@riversidedd.org)