



Westport Police Department

CITIZEN CRIME REPORT – INSTRUCTIONS

YOU MAY ONLY REPORT CRIMES THAT HAVE OCCURRED IN THE CITY OF WESTPORT. IF THE CRIME YOU ARE REPORTING OCCURRED OUTSIDE OF THE CITY OF WESTPORT, PLEASE CONTACT THE APPROPRIATE AGENCY TO MAKE YOUR REPORT.

PLEASE PRINT CLEARLY AND LEGIBLY

This page contains specific instructions on how to complete the Citizen Crime Report. **Read the instructions completely before writing your report.** Most of the boxes on the report are self-explanatory. Please complete all requested information that applies to the crime you are reporting.

What kind of crimes you CAN report on this form.

Currently you may only report the following crimes-Pick all of the categories that describe the crime you are reporting. If you have suspect information, by **NAME**, or **EVIDENCE** needs to be collected for the crime you are reporting, **do not use this mail in form; call (360) 268-9197, you must speak to an officer.**

- *VEHICLE PROWL* – The unlawful taking of property from within a vehicle
- *DAMAGE TO A VEHICLE* – Vandalism to a vehicle or damage caused during theft. Non-accident
- *THEFT OF PROPERTY* – The unlawful taking of personal property belonging to another
- *MALICIOUS MISCHIEF* – Vandalism or damage done to your property.
- *LOST PROPERTY* – Property that is missing and it is not known if the property was lost or stolen
- *SUSPICIOUS ACTIVITY* – Any behavior that is suspected to be a sign of criminal activity.
- *PHONE HARRASSMENT* – Use of a telephone with intent to harass, annoy or alarm another.

What kind of crimes you CANNOT report on this form.

If you have been the victim of any of the below crimes. You must speak to a Police Officer to make a report. If you have suspect information, by **NAME**, or **EVIDENCE** needs to be collected for the crime you are reporting, **do not use this mail in form; call (360) 268-9197, you must speak with an officer.**

- *DOMESTIC VIOLENCE* – Any type of violence between persons with a domestic relationship.
- *BURGLARY* – The unlawful entry into a residence or building with the intent to commit a crime.
- *ROBBERY* – The unlawful taking of property belonging to another by use of force or threat.
- *ASSAULT* – Knowingly or intentionally causing physical injury to another.
- *NARCOTIC OFFENSES* – Possession or distribution of a controlled substance.
- *SEX CRIMES* – Rape, Sodomy, Sexual Abuse involving adults or children.
- *MOTOR VEHICLE ACCIDENTS* – Any kind of motor vehicle accident, including Hit & Runs.
- *STOLEN VEHICLES* – Theft of any type of motor vehicle
- *LOST OR STOLEN LICENSE PLATES* – Any theft or loss of a vehicle license plate.
- *EVIDENCE* – Any type of crime where there is physical evidence to be collected.

When did this crime occur? (Date and Time)

If you know the specific date and time that the crime occurred, enter that date using the following format: month/day/year. If the crime occurred over a period of time you may list that period of time.

What is the address or specific location of the crime?

List the specific address of where the crime occurred. If you do not know the address, you may describe the location by name if that location is a commonly recognized landmark. An example would be Float 20, or the name of a city park. If the crime occurred at a residence, list the address of that residence. If the crime occurred along a street, you may give the street name and the nearest cross street as the location. We **MUST** have as specific of a location as possible to accept your crime report (you cannot just say "Montesano Street").

What is the victim's last, first, and middle name?

Please print legibly and use complete legal names. If the victim is a business, use the Business name in the Victim field. Your name and information should be written in the Reporting Part field.

What is the victim's address?

Please list the actual street address of the victim of the crime, not the location where the CRIME occurred.

What is your phone number and the victim's phone number?

Please enter all valid phone numbers for yourself, the victim, any involved business or cell phones.

Was there a vehicle involved?

If the crime that occurred involved a vehicle, such as a vandalism to a vehicle or theft from a vehicle, please check the appropriate boxes and complete the vehicle fields describing the victim's vehicle. You **MUST** include the vehicle license plate number. If the crime **did not** involve a vehicle, **do not** complete the Vehicle Information Fields.

Stolen, damaged or Lost Property:

There are nine pieces of information that are required when describing property that has been stolen, damaged or lost. Enter the correct code for each item (**S=Stolen, SR=Stolen/Recovered, D=Damaged, L=Lost**) Enter the information in the labeled columns. If you do not know the information for a category, enter "Unknown." All items require Code, Quantity, Description, Brand, Model, Serial Number, Color, Size, and Value if known. When reporting lost or stolen cell phones, you must include the cell phone number in the property section. Attach additional sheets if needed.

Describe the details of the crime in detail:

Please write a complete explanation of what happened. Be as detailed as possible and include Who, What, When, Where, Why, and How. We must have enough information so that we can tell exactly what happened. An example of a **good** description would be: "I went to Ted's Red Apple grocery store at approximately 1:30pm. My car was left locked and unattended in the store parking lot for approximately 30 minutes. When I came out I found the left front window had been broken and my stereo stolen". A **bad** example would be: "someone stole my stereo."

Send Report:

When you have completed the report and are satisfied with its contents deliver or mail it to the Westport Police Department. An Officer will review the report and you will be contacted by phone with a report number.

Deliver or mail to: Westport Police Department
POB 547
Westport, WA. 98595
(360) 268-9197

