

# KELSO POLICE DEPARTMENT

201 S. Pacific Avenue • P.O. Box 935 • Kelso, WA 98626 • (360) 423-1270

**CITIZEN CRIME REPORT: DO NOT WRITE IN SHADED BOXES - Crime and Case # to be filled in by KPD Employees**

Crime:

Case #:

Time Reported: \_\_\_\_\_

Type of Crime Reported: \_\_\_\_\_

(1) Date of Crime: \_\_\_\_\_ (2) Time of Crime: \_\_\_\_\_ (3) Location of Crime: \_\_\_\_\_

(4) Reporting Person or Victim: \_\_\_\_\_ (5) Race: \_\_\_\_\_ (6) Sex: \_\_\_\_\_ (7) Birth Date: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

(8) Victim Address: \_\_\_\_\_ (9) Victim Phone: \_\_\_\_\_  
(HOUSE NUMBER) (STREET) (CITY) (STATE) (ZIP)

**IF VICTIM OF CRIME IS A BUSINESS, LIST THE BUSINESS NAME AND ADDRESS:**

(10) Business Name: \_\_\_\_\_ (11) Owner: \_\_\_\_\_ (12) Type of Business: \_\_\_\_\_

(13) Business Address: \_\_\_\_\_ (14) Business Phone: \_\_\_\_\_

**(15) DESCRIBE PROPERTY DAMAGED OR STOLEN:**

QTY	ITEM	BRAND	MODEL/STYLE	SERIAL #	COLOR	IDENTIFYING MARKS OR DAMAGE	VALUE

LICENSE	ST	YR	VEHICLE MAKE	MODEL	COLOR	VIN	DAMAGE	VALUE

**(16) DESCRIBE WHAT HAPPENED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
KELSO PD EMPLOYEE

\_\_\_\_\_  
DATE OF REPORT

\_\_\_\_\_  
VICTIM'S/REPORTING PERSON'S SIGNATURE

## **INSTRUCTIONS for completing CITIZEN CRIME REPORT**

The report is taken for information or insurance purposes only. Please read each step before completing a section and follow instructions as closely as possible. Attempt to complete the entire report before asking for assistance. If you need assistance, call 423-1270 Monday-Friday, between 8:00 A.M. and 5:00 P.M. Incomplete reports will be returned to the sender.

The numbers listed below correspond with the numbered sections on the report.

### **PRINT or TYPE ALL REQUIRED INFORMATION**

1. Date crime occurred, if unknown, give approximate date.
2. Time of day that crime occurred or between what hours.
3. Location of crime, give exact address or in what block and street. (Do not list just a building name.)
- 4-9. The victim is the owner of the lost, stolen or damaged property. If the property is actually owned by a business rather than a person, complete sections 10-14.
- 10-14. Complete this section only if a business, rather than a person, owns the property.
15. Complete as many sections as possible. List the current value of the property, not the cost when it was originally purchased. If the property was damaged only, list the approximate dollar value of the damage.
16. Briefly describe what occurred and/or what you observed. List full names, addresses and phone numbers of any witnesses.

\*Sign your name and today's date in the space provided at the bottom of the report.

\*Either deliver to Kelso PD or place in envelope and mail to:

**Kelso Police Department  
Citizen Crime Report  
201 South Pacific Avenue  
Kelso, WA 98626**

**(Description of what happened continued from front)**

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