

# STEAMBOAT SPRINGS POLICE DEPARTMENT SHORT OFFENSE REPORT

- MAIL-IN FORM
- COUNTER REPORT FORM

This portion to be filled out by Police Personnel.

<b>CRIME CLASSIFICATION:</b>		<b>CASE REPORT #:</b>	
<b>GEO CODE:</b>	<b>OFFENSE CODE:</b>	<b>ASSIGNED OFFICER:</b>	<b>REVIEWING SUPERVISOR:</b>

This crime report is for the convenience of persons who have no suspect information, who live out of State, and may be making the report for insurance purposes. A case report number will be assigned to this report by Police Personnel. Please fill out the form as completely and accurately as possible. Instructions on how to fill this report out are attached.

This portion to be filled out by Victim. **PLEASE PRINT.**

<b>LOCATION WHERE CRIME OCCURRED:</b> Exact address. If unknown, give closest cross streets.
--

<b>DATE/TIME INCIDENT OCCURRED:</b> Indicate AM/PM
--

<b>VICTIM INFORMATION:</b> Owner of property stolen/damaged.				
<b>NAME:</b> (Last, First, Middle)	<b>SEX:</b>	<b>RACE:</b>	<b>DOB:</b>	<b>SS#:</b>
<b>HOME ADDRESS:</b>	<b>CITY/STATE:</b>			<b>ZIP:</b>
<b>HOME PHONE NUMBER:</b>	<b>BUSINESS PHONE NUMBER:</b>			

<b>VEHICLE INFORMATION:</b> Complete if your vehicle was damaged or broken into.			
<b>YEAR:</b>	<b>MAKE:</b> (Ford/Chev/Etc.)	<b>MODEL/STYLE:</b> (2dr/4dr/Etc.)	<b>LICENSE PLATE # &amp; STATE:</b>

<b>PROPERTY INFORMATION:</b> List each item stolen and/or damaged. Use additional sheets if necessary. Be specific.			
<b>BRAND NAME AND DESCRIPTION:</b>	<b>SERIAL #</b>	<b>VALUE STOLEN:</b>	<b>VALUE DAMAGED:</b>

<b>NARRATIVE:</b> Briefly describe what happened. Include location of items when damaged or stolen.

I affirm this information is true and correct. <b>SIGNATURE OF VICTIM:</b>
--

## **INSTRUCTIONS**

### **PRINT CLEARLY. USE BLACK INK**

In order for your report to be properly processed, it is necessary for all information to be clearly printed, complete, and correct. These easy instructions will help you with the report.

- Fill in the information about your vehicle **ONLY** if the offense involved damage to your vehicle or theft from your vehicle.
- It is **VERY IMPORTANT** to describe all lost, stolen, or damaged property as completely as possible. Use more than one line and additional sheets if necessary.
- The **NARRATIVE** tells the Police Department what happened. Be brief, but include all information you believe may be helpful. These are examples of brief, informative narratives.
  - I parked by car in front of 600 East Main Street at 6:00 p.m. on Tuesday, February 2<sup>nd</sup>. Two pair of skis were in the ski rack on the roof of my car. When I returned to my car on Wednesday morning at 9:00 a.m., my skis and the ski rack were gone.
  - I went to a bar downtown. I was dancing and left my coat on a chair at our table. When I returned to the table at about 1:00 a.m., my coat was gone. I last saw it at 12:30 a.m. Nothing else at our table was taken. I did not see who took my coat.
- If you need more space to complete your report, use a separate sheet of paper. Make sure you include your name, the location of the offense, the date of the offense and your signature on each page.
- You can obtain a copy of your report by completing a “Report Copy Request form” located on our website or by calling our Records Division at 970-879-4344 Monday-Thursday between 8:00 a.m. and 5:00 p.m. or Friday 8:00 a.m. – Noon.
- An investigator will contact you only when new information has been developed or property has been recovered.
- If additional information becomes available to you after this report has been mailed, contact the Steamboat Springs Police Department.

#### **CALL IF:**

1. There was a witness to the crime, or
2. A suspect in the crime can be named, identified or described, or
3. A suspect vehicle can be identified, especially if a license plate number has been identified.