

CITIZEN CRIME REPORT FORM INSTRUCTIONS

Please read all instructions before you fill out your report:

PURPOSE:

Paso Robles Police Department has created a Citizen Crime Report Form whereby the citizens of our city may file a report without the personal service of an officer. This system would afford the officers of our department additional time to pursue the investigation of major offenses and make them available to respond to emergency calls for service. Our Records staff is trained to take misdemeanor property/incident reports. These types of reports are taken at the front counter or mailed to the citizen for completion.

HOW TO MAKE A REPORT:

1. You may only report incidents that occurred in the incorporated city limits of the City of Paso Robles. If the offense/crime you are reporting occurred in another jurisdiction, please contact the appropriate Police or Sheriff's Department.
2. Use this form when the crime was not initially reported and is now being made at a later date for insurance purposes only.
3. Use one report form per incident. You may make additional copies of the offense/crime report form to report other incidents.
4. Fill out the form in its entirety. Be specific when describing damage or property. Include the make, model, color, license plate and serial number or owner applied identification information, if applicable. Provide the current value of the property.
5. Additional narrative sheets, property description sheets, and/or victim sheets may be attached as necessary.
6. If you have suspect description, include it on the crime report. A police employee will contact you if additional information or statements are

8. Make your own photocopies before returning the report form. Once the form is completed, return it to the Police Department in person, by mail or by fax.
9. Return this form within ten (10) days.
10. Completed forms may be mailed, faxed or returned in person to:

**Paso Robles Police Department
900 Park Street
Paso Robles, CA 93446**

Fax # – 805/238-5592

WHAT HAPPENS NEXT?

1. A case number will be assigned upon receipt. Your report will be input in our reports computer system, which will become the controlled and original document.
2. Allow ten (10) working days for your report to be processed. There will be a fee to purchase a copy of the report.

DO NOT USE THIS REPORT FORM IF:

1. There is an identified suspect.
2. The victim is reporting a crime that is in progress or has just occurred. (Vacation delays are not considered late reports).
3. Weapons or violence are involved.
4. You are reporting a Traffic Collision.

If you have any questions, contact the Records Bureau Monday through Friday between the hours of 8:00 AM to 5:00 PM at **805/227-7500**.