

LANE COUNTY SHERIFF'S OFFICE CITIZEN SELF-REPORT FORM



Sheriff Russel E. Burger

INSTRUCTIONS

Thank you for participating in the Lane County Sheriff's Office self-reporting program. By allowing the Sheriff's Office to respond to your loss in the manner, our limited patrol resources will be able to focus on those emergency calls for service that require immediate, on-scene response.

The Citizen Self-Report Form is being provided so that you may document the facts surrounding the crime you are reporting. When submitted to the Sheriff's Office, the Form will be reviewed by a Sergeant for legibility, completeness and classification of crime. If your report meets acceptable requirements, it will be processed in a manner similar to any police report. It will be assigned a permanent case number and will be maintained as an official document of the Sheriff's Office. You may call our Records Unit at (541) 682-3775 at a later date to obtain the case number for your records, if needed.

This form is typically used for property crimes. This form **IS NOT** to report crimes (i.e. robbery, assault, sex crimes) *with the exception* of telephone harassment. If you are trying to use this form to report a person crime, please contact our Dispatch Center at (541) 682-4141 to discuss your situation further.

This form can also be used for crimes with suspect information, such as: Forgery / Fraud / Identification Theft (if the suspect is located *outside* Lane County); Theft; Criminal Mischief (damage to property); and, Unlawful Entry of Motor Vehicle (vehicle was entered with no damage caused and nothing taken).

It is important that all available information be filled in where requested. **THIS IS ESPECIALLY IMPORTANT FOR STOLEN PROPERTY.** Failure to *completely* provide the requested information may result in the report being sent back to you for correction / clarification. If the requested information doesn't apply to your case, please write N/A in that section. If the information is unknown, please write UNKNOWN in the section. In this way, we will know that the information hasn't just been overlooked.

In order to help you document your crime fully, please read the following explanations for terms used on the Citizen Self Report Form:

1. **WITNESS INFORMATION** pertains to a person who not only observed the incident, but has information about the incident even if they didn't see it.
2. **CRIME INFORMATION** should include the location of the property when it was stolen/damaged. Example: vehicle was parked in the driveway, or bicycle was in the backyard.
3. **SUSPECT INFORMATION** could include suspicious persons or vehicles observed in the area.
4. **STOLEN / MISSING / DAMAGED PROPERTY LIST** - It is extremely important to list the value or estimate value of each item so we can determine the degree of crime committed. If complete descriptions, identification, serial numbers, type of action for firearms, and value are not provided, your stolen / missing articles cannot be entered into the local / state / national computer systems which can greatly assist in the recovery of your property.

CASE NUMBER:

CRIME INFORMATION

Briefly describe the crime. Suspects, vehicles, or property need to be listed below. Please use a separate sheet of paper for additional crime information, if necessary.

SUSPECT INFORMATION:

Please include any information that may help identify the suspect. Helpful information could include race, height, weight, hair color, eye color, scars or marks, tattoos, clothing description, etc.

Sex: _____

INVOLVED VEHICLE:

Please include any information that may help identify vehicle.

Color - Top _____ Color - Bottom _____ License No. _____ Make _____ Model _____ Style _____

