

Town of Campbell

POLICE DEPARTMENT



2219 Bainbridge Street
La Crosse, Wisconsin 54603
Phone: 608.783.1050
Fax: 608.783.0650

E-mail: campbellpd@townofcampbell.net

Citizen Report Form Guidelines

The Citizen Self-Report Form is available for you to use to report **non-emergency incidents without suspects**. If a crime is in progress, or if this is an emergency, **DIAL 911**.

To file a Citizen Self-Report Form online, the incident must have occurred within the **Town of Campbell**. If the incident did not occur within the Town of Campbell you will need to file a report where the incident occurred.

You can use this online form to report the following:

- **Theft - less than \$250 value**
- **Theft From Auto - less than \$250 value**
- **Damaged Property - damage to your personal property less than \$2500 value**
- **Lost Property**
- **Nuisance Complaints** (Noise complaints, barking dog(s) etc...)
- **Suspicious Circumstances**

If your incident is not listed above, or you need Law Enforcement response please contact our Law Enforcement Communications Center at **608-785-5942**

This is an official Town of Campbell Police Department document that will become the official police report for this incident. If you have insurance coverage, this form will assist you in filing a claim. Please note that you must include **YOUR FULL NAME** and **BIRTHDATE** along with all other identifying information for the report to be officially filed. We will be better able to follow up on your case if you provide us with as much information as possible. Photos may be sent with the online complaint form electronically.

We need as much information about the crime or situation as possible. We need:

- **When** it happened from earliest possible date and time to discovery date and time.
- **Where** it happened (street address within the Town of Campbell).
- **Who** is reporting the incident (your identity with full name and date of birth is required).
- **Who** is the victim/owns the property involved (this may be you or someone else).
- **What** was stolen or damaged or the nature of the complaint from Citizen Report Form.

Details of the incident. As complete as possible.

Since 1851

NOTE: Filing a false police report is a crime (WI 946.41) and ALL violations will be prosecuted.

Instructions for Completing Citizen Report Form

Line 1: Use the date and time you are actually completing the report not when it happened. The Incident # box should be left blank. The incident number will be assigned by the police department.

Line 2: Check the box for the type of incident you are reporting to the police.

*Line 3: If it did not happen in the Town of Campbell **STOP NOW** – File your report with the police department where the incident actually happened.*

Line 4: If there are no suspects continue filling out your report. If a suspect is known, call the police and an officer will respond to take the report.

Line 5: List the earliest possible date and time it could have happened to the latest possible date and time it could have happened.

Line 6: Check the box for the type of location where the incident occurred. If other, list location type.

Line 7: List the actual street address of the incident, if known.

Line 8: Provide complete victim information with best contact phone number. All information must be completed in order for your report to be filed.

Line 9: If the victim is not the person reporting the matter, list reporter information with best contact phone number. All information must be completed in order for your report to be filed.

Line 10: List all property taken, lost, found or damaged. Be as specific as possible on all property you are listing including a real \$ value. If you need more space attach an additional sheet listing property.

Line 11: In your own words tell what happened in the order it happened. If you need more space, attach an additional electronic page with this report using MS Word.

*Line 12: Read the waiver carefully – **FILING A FALSE POLICE REPORT IS A CRIME** and you will be prosecuted for all instances of false reporting without exception.*

Line 13: Electronically Sign the Report and Date the report.

E-Mail the completed report to the Campbell Police Department at: campbellpd@townofcampbell.net. The police department will reply, acknowledging receipt of the report and will provide you with the incident number assigned to your report.