



Harassing Phone Call Tutorial

To begin an online report click the [“Harassing Phone Calls”](#) link positioned near the bottom of the online reporting home page. You will be directed to a page with important information regarding harassing telephone calls. After reading the information, click the “Begin Online Report” icon at the bottom of the page.

You will then be asked if the report you are completing is an original or supplemental report. Select the “Original” option if this is the first report you are completing for this offense. If you have already filed a report for the offense but need to add more information, select one of the “Supplemental” options. If you completed the original report online select the first “Supplemental” option. If you completed your original report with an officer, or via telephone, select the second “Supplemental” report option. You will be required to input the original report number in order to complete a supplemental. Also, be sure to include the name of the officer you completed the report with, if the name is known. Once the information is added, press “Continue.”

Next you will be asked if you are completing the report for yourself or for a business. If you personally are the victim of the harassing telephone calls, select the “Individual” option. If you are an employee or owner of a business and your business is the victim of the offense, selecting “Business” would be correct. Once you make your selection, press “Continue.”

You will be directed to a page where you are required to input your personal information. Boxes with a “*” are required fields and must be completed before continuing your report. You will also be required to input a valid e-mail address. The e-mail address will be used as the primary point of contact with you. If any corrections are needed on your report you will be notified via e-mail. Once the information is completed press “Continue.”

You will be asked questions regarding the offense itself. Be sure to read the tutorial at the top of the page to ensure you complete the page correctly.

You will need to provide where the offense occurred, when the offense occurred, and a description of the offense. Enter the address where the offense occurred. The system will check the address you provide to ensure it is within the jurisdiction of the Bakersfield Police Department. You must enter an address in the jurisdiction of the Bakersfield Police Department in order to continue. If the offense occurred outside the jurisdiction of the Bakersfield Police Department you cannot complete an online report with our department. You must contact the agency that is responsible for the area where the offense occurred. (For further information be sure to read the "Online Citizen Police Report Frequently Asked Questions.") Complete the required boxes indicating what time the first harassing phone call was made and what time the first call ended. In the "Location Type" field select the general kind of location that best describes where the phone calls are being received.

In the "Incident Description" field you can type a description of what happened during the offense. Input the name and phone number of the caller, if known. After you have provided the appropriate information, press "Continue."

You will then be directed to a page that allows you to review your report. If any corrections are needed press the "modify" button over the field that requires correction. You will then be directed back to the appropriate page and be allowed to make corrections. Once your report is accurate, press the "Submit Report" button. You will also have the option to cancel your report by pressing, "Cancel Report." Remember...*****Filing a false police report, including an online report, is illegal*****

Once your report is submitted you will be provided with a temporary report number and have the ability to print the report. After your report is submitted it will be reviewed and, if necessary, sent back to you for corrections. Once your report is approved you will be e-mailed your case number and a PDF version of the final report.