



## Hit and Run Tutorial

To begin an online report click the “Hit and Run” link positioned near the bottom of the online reporting home page. You will be directed to a page with important information regarding Hit and Run reports. 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. Please note that each offense will require a separate report.

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 hit and run, 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. 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.") If your vehicle was moving at the time of the Hit and Run, indicate which direction you were travelling. If your vehicle was parked when the collision occurred, in the "Incident Time (start)" field enter the time you last saw your vehicle without any damage. For the "Incident Time (Stop)" field, input the time in which you returned to your vehicle to find the damage. If you were occupying your vehicle at the time of the collision and thus know the exact time it occurred, you may input that time in both the "Incident Time (start)" and "Incident Time (stop)" fields.

In the "Incident Description" field type a description of what happened during the offense. Include information such as where your vehicle was parked and which direction your vehicle was facing. If you have a partial license plate or a description of the suspect's vehicle that caused damage to your vehicle, include the information in this field. Describe the damage to your vehicle and any other information you feel may be important. After you have provided the appropriate information, press "Continue."

You will then be directed to a page where you will be required to input your vehicle's information. Your vehicle will be listed as the "Victim Vehicle." The license plate number and state of issue are the only required fields; however, complete the page as thoroughly as possible. Once you have entered your vehicle's information click "Continue." If necessary, you may enter another vehicle. This may be useful if, for example, you had two vehicles parked on the street and both were struck during the same Hit and Run incident. If you need to add another vehicle to your report click the "Add Vehicle" icon. Once you are finished entering vehicles click the "Done" icon.

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.