Lost Property Tutorial

To begin an online report, click the "Begin an Online Report" icon. You will be directed to a page with a list of online report types. Be sure to read the provided definition and example to ensure the incident you are reporting meets the criteria for a lost property report. If so, select "Lost Property," go to the bottom of the page, and click the "Start Report" icon.

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 incident will require a separate report.

If you have already filed a report for the incident 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."

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 incident itself. You will need to provide where the incident occurred, when the incident occurred, and a description of the incident. Enter the

address where the incident 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 incident 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 incident occurred. (For further information be sure to read the "Online Citizen Police Report Frequently Asked Questions.") For the "Incident Time (start)" field, input the time in which the incident began. For the "Incident Time (Stop)" field, input the time in which the incident ended. As an example, when completing a lost property report the "Incident Time (start)" should mark the last time you knew property was in your possession. The "Incident Time (stop)" should mark the time in which you first noticed the property was missing. In the "Incident Description" field you can type a narrative of what happened during the incident. Include information such as where you were when your last knew the property was in your possession and where you were when you noticed the property was gone.

You will be required to describe the property that was lost. Select the "Type" that best generally describes what property was lost. Complete the additional boxes as thoroughly as possible. You will be required to indicate the number of the same items that were lost as well as the total market value. Once you have entered all the required information press the "Modify" icon. Each lost item will require its own property page. If you have additional lost property to enter, click the "Add Property" icon. Fill out the required fields as thoroughly as possible and continue to add more property pages as needed. Once you have completed a property page for each lost item, click "Done."

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.