Shoplifting Tutorial

To begin an online burglary 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 offense you are reporting meets the criteria for shoplifting. If so, select "Shoplifting," go to the bottom of the page, and click the "Start Report" icon.

As you begin a shoplifting report you will be asked if anyone was injured during the offense. If someone was injured during the offense you will not be able to complete an online report. Please call 661-327-7111 to file your report. Answer the questions appropriately and click the "Continue" icon.

If you answered "no" to the injury question you will be allowed to continue with an online shoplifting report. You will 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 shoplifting offense will require a separate report.

If you have already filed a report for the shoplifting 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. Since you are reporting a shoplifting incident the business the property was stolen from is the "victim" of

the crime, even if you are the owner of the business.  Therefore, "Business" is the only option you may select for a shoplifting report. Once you make your selection, press "Continue."

You will be directed to a page where you are required to input the business' information as well as 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.  Read the information at the top of the page to ensure you complete the page correctly.  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.")

Enter a time frame for when the offense occurred.  For the "Incident Time (start)" field input the time the suspect entered the business.  For the "Incident Time (end)" field input the time in which the suspect exited the business with the stolen property.  Under "Location Type" select the option that best describes the type of business where the shoplifting offense occurred.  The "Theft Type" field will only allow you to choose "Shoplifting."  If you know the suspect who committed the offense or have witness information to input, select "Yes" next to the "Have Additional Person Info to Enter."  Selecting "Yes" will allow you to provide the information on a subsequent page.   In the "Incident Description" field, type a description of what happened during the offense.  After you have provided the appropriate information, press "Continue."

If you selected "Yes" to the "Have Additional Person Info to Enter" field, you will be directed to a page where you can input the information for a suspect or witness in the offense.  In the

"Involvement Type" select either "Suspect" or "Witness."  Note that none of the fields are required but input as much information for the suspect or witness as possible.  After you have input the information click the "Continue" button.  You will have the opportunity to add more suspects or witnesses by clicking the "Add Person" icon.  Continue to add more suspects or witnesses as needed.  Press "Done" once all involved subjects have been added to your report.

You will be required to describe the property that was stolen.  Begin a property page by indicating if the stolen property was recovered or not.  If the property was not recovered, select "Stolen."  If the property was recovered select, "Recovered/Stolen Previously." In the "Type" field choose the option that best generally describes what kind of property was stolen.  Complete the additional boxes as thoroughly as possible.  You will be required to indicate the number of the same items that were stolen as well as the total market value.  Note that the number of items stolen only refers to the item described on that particular property page.  For example, if two copies of the same video game were stolen with a value of $50.00 apiece, the correct way to complete the page would be to input "2" in the "How Many" field and "$100.00" in the "Market Value" field.  If during the same offense an article of clothing was stolen, an additional property page will be required for the stolen clothing.  Individual property pages will be required for each stolen item unless two or more of the exact same items were stolen.  However, if you know the serial number for the stolen items one property page will be required for each item in order to document the individual serial numbers, regardless of whether there are two or more of the exact same items stolen.  Continue to add property pages as needed.  Once you have completed a property page for each stolen 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.