



Theft from Vehicle/ Vehicle Burglary 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 offense you are reporting meets the criteria for a Theft from Vehicle. If so, select "Theft from Vehicle," go to the bottom of the page, and click the "Start Report" icon.

As you begin a theft from vehicle report you will be asked, "Was the property stolen from a vehicle that was locked and had the windows up?" If you answer "Yes" to this question you will be automatically directed to a Vehicle Burglary report. If you answer "No" you will automatically continue with a Theft from Vehicle report.

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 theft from vehicle or vehicle burglary, 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.

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.") For the "Incident Time (start)" field, input the time in which you last knew the property was inside your vehicle. For the "Incident Time (Stop)" field, input the time in which you discovered the property had been stolen from your vehicle. In the "Theft Type" field select the only option, "From Auto." Under the "Point of Entry" field select the area of your vehicle the suspect used to gain entry to your vehicle. For the "Method of Entry" input how the suspect was able to enter your vehicle. In the "Incident Description" field type a description of what happened during the offense. After you have provided the appropriate information, press "Continue."

You will be directed to a page where you will be required to input the information regarding the vehicle the property was stolen from. Select the type of vehicle the theft occurred from. Complete the required information including the make, model, year, color, vehicle's license plate number, and the state in which the license plate was issued. In the "License Plate Type" field, select which type of license plate is issued to the vehicle. Most vehicles, including cars and SUVs, will fall under the "Passenger Car" category. For pickup trucks, commercial vehicles, and other vehicles issued a commercial license plate, select "Commercial." After completing the required fields click "Continue." If more than one of your vehicles had property stolen from it during the same time frame you may enter the additional vehicle's information by clicking

“Add Vehicle.” Again input the vehicle’s information and press “Continue.” Once you have entered all the required vehicles click “Done.”

You will be required to describe the property that was stolen. Begin a property page by selecting the “Type” that best generally describes what 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. 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. After you have completed the property page click the “Modify” icon. If you need to add more items that were stolen during the same theft offense click “Add Property.” Continue to add property pages for each stolen item 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.