



## Theft 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. If so select "Theft," go to the bottom of the page, and click the "Start Report" icon.

As you begin a theft report you will be asked if a firearm (gun) was stolen during the offense. If a firearm was stolen during the offense you may not complete an online report. Please call 661-327-7111 to file your report.

You will be asked, "Was illegal entry made into your home, shed, and/or garage, etc. to steal the items?" If you answer yes to this question, the offense you are reporting meets the definition of a burglary. Once you click "Continue" you will be automatically directed to the Burglary online reporting page. Please see the Burglary Report Tutorial for assistance in completing an online burglary report.

You will also be asked, "Was the property taken from inside a vehicle?" If you answer yes to this question and click "Continue" you will be automatically directed to the Theft from Vehicle online reporting page. Please see the Theft from Vehicle Tutorial for assistance in completing your online report.

If you answered "No" to the three above questions you will automatically continue with an online theft 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 theft 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, 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.") For the "Incident Time (start)" field, input the last time in which you know the property was in your possession. For the "Incident Time (Stop)" field, input the time in which you discovered the property had been stolen. Under "Location Type" select the option that best describes what kind of area the property was stolen from. For the "Theft Type" select the kind of property that was stolen. If the kind of property that was stolen is not listed, selecting "Other" would be correct. 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 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. Once you have completed the page click the "Continue" 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.