



## Vehicle Vandalism 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 vehicle vandalism report. If so, select “Vandalism of a Vehicle,” go to the bottom of the page, and click the “Start Report” icon.

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 vehicle vandalism 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 vehicle vandalism, select the “Individual” option. If you are an employee or owner of a business and your business’ vehicle was vandalized, 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 there was no damage to your vehicle. For the "Incident Time (Stop)" field, input the time in which you discovered your vehicle had been vandalized. Under "Location Type" select the option that best describes what kind of area the vehicle was in when it was vandalized. Answer "Yes" or "No" if graffiti is the form of vandalism you are reporting. In the "Incident Description" field type a description of the offense including which area of the vehicle was damaged and a description of the damage. You can also attach a document, such as a picture of the damage caused by the vandalism. Select the "attach/detach documents" icon at the bottom of the screen to attach up to three documents. Note that the total size of all documents attached cannot exceed 6.0MB. 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 that was vandalized. Complete the required information including the make, model, year, color, value of the damage, vehicle's license plate number, and the state in which the license plate was issued. After completing the required fields click "Continue." If more than one of your vehicles was vandalized 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 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.