GENERAL CRIME REPORT

Please read the following instructions before filling out a crime report.

1. You may only report incidents that have occurred in the unincorporated areas of Monterey County and those jurisdictions that do not have their own police departments.
    a. Incidents occurring within city limits of the following cities must be reported to that city's Police Department: Carmel, Del Rey Oaks, Greenfield, Fort Ord (CSUMB incidents should be reported to the campus police), King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, Soledad, and Watsonville.
2. Use only one report form per incident. You may also make copies of the offense report to report other incidents.
3. Be specific when describing damage or property.
    a. Include make, model, license plate, and serial number of any vehicle or piece of property.
    b. Owner applied or inscribed numbers (i.e. driver license numbers) are helpful in identifying property. Include any distinguishing marks, stickers, or equipment attached.
    c. *Note: Stolen vehicles and license plates should be reported to the California Highway Patrol (CHP) at (831) 796-2160. This includes stolen ATVs, golf carts, mopeds, and electric scooters.*
4. Additional narrative sheets, property description sheets, and victim/witness sheets may be attached as necessary.
5. If you have suspect information, please include it on the offense report. A Deputy Sheriff will contact you if additional information or statements are needed.
6. Once the report is submitted, please allow 7-10 days for a report number to be assigned. Copies of the report may be obtained by submitting a Release of Information Request. This form must be completed and submitted to the Sheriff's Office Records Division; after which, a response will be mailed up to 10 days later.
    a. *Note: Reports will not be released the same day as a Public Release of Information Request is completed.*

Completed forms may be mailed or returned in person to the following station:

CENTRAL STATION

1414 Natividad Road
Salinas, CA 93906
(831) 755-3700

OFFICIAL USE ONLY

REPORT DATE | REPORT TIME | BEAT | REPORT NO.

DATE OCCURRED | TIME OCCURRED | CLASSIFICATION | FELONY / MISDEMEANOR

CRIME | CRIME CODE

INCIDENT INFORMATION

DID THIS HAPPEN IN MONTEREY COUNTY? ☐ YES ☐ NO (See instruction 1. above.)

TYPE OF CRIME

WHERE DID THIS INCIDENT OCCUR? (Description of location or address) | CITY | ZIP

LAST DATE WITHOUT CRIME | LAST TIME WITHOUT CRIME | DATE CRIME DISCOVERED | TIME CRIME DISCOVERED

VICTIM INFORMATION

NAME (LAST, FIRST, M.I.) | DOB | RACE | SEX

HOME STREET ADDRESS | CITY | ZIP

HOME PHONE | CELL PHONE | DRIVER'S LICENSE | STATE

WORK STREET ADDRESS | CITY | ZIP

OCCUPATION | WORK PHONE

REPORTING PARTY INFORMATION

(IF DIFFERENT FROM THE VICTIM)

NAME (LAST, FIRST, M.I.) | DOB | RACE | SEX

HOME STREET ADDRESS | CITY | ZIP

HOME PHONE | CELL PHONE | DRIVER'S LICENSE | STATE

WITNESS INFORMATION

(IF APPLICABLE)

NAME (LAST, FIRST, M.I.) | DOB | RACE | SEX

HOME STREET ADDRESS | CITY | ZIP

HOME PHONE | CELL PHONE | DRIVER'S LICENSE | STATE

SUSPECT INFORMATION

(IF APPLICABLE)

NAME (LAST, FIRST, M.I.) | DOB | RACE | SEX

STREET ADDRESS | CITY | ZIP

HOME PHONE | CELL PHONE | DRIVER'S LICENSE | STATE

VEHICLE YEAR | VEHICLE MAKE | VEHICLE MODEL | # OF DOORS

COLOR | LICENSE PLATE | LICENSE PLATE STATE

ADDITIONAL INFORMATION

LIST ANY ADDITIONAL VICTIM, REPORTING PARTY, AND/OR WITNESS INFORMATION

DETAILED INCIDENT NARRATIVE

I declare under penalty of perjury, under the laws of the Senate of California, that the foregoing statements are true and correct.

SIGNATURE	PRINTED NAME	DATE

OFFICIAL USE ONLY

_____	_____	☐ YES ☐ NO	_____
DATE & TIME RECEIVED	DEPUTY OR INVESTIGATOR	REPORT NO. PROVIDED TO PARTY	DATE & TIME CONTACTED

CASE STATUS: ☐ CLOSED ☐ SUSPENDED ☐ CONTINUED ☐ REFERRED TO: _____

COMMENTS

_____	_____	_____
REVIEWING SUPERVISOR	ID	DATE & TIME
_____	_____	_____
ASSIGNED DEPUTY OR INVESTIGATOR	ID	DATE & TIME

_____	_____
ENTRY INITIALS	DATE & TIME