

**VICTORIA POLICE DEPARTMENT
MAIL-IN THEFT REPORT**

VPD Incident Number: _____

This report must be completed by the store manager, security or attendant on duty at the time the Theft was committed. Upon completion, contact Victoria Police Department. All appropriate information must be provided. **Please Type or Print Legibly.**

Business Name _____

Address _____

Phone _____

Person Reporting Theft

Name / Race / Sex / DOB _____

Home Address _____

Home Phone _____

Witness (If any)

Name / Race / Sex / DOB _____

Home Address _____

Home Phone _____

Date / Time Theft Occurred: _____

Time Lapse Before Theft Discovered (Mark One): Less than 1 Hour 1-12 Hours 12-24 Hours More than 24 Hours

Suspect Information

Number of Suspects: _____ Race: _____ Sex: _____ Age: _____

Do You Know the Suspect? Yes No If "Yes" to any, add more information on back

Can You Describe the Suspect? Yes No _____
Description of Suspect

Can the Suspect be Located? Yes No

Does Video Evidence Exist? Yes No If yes, the Video Evidence must be provided to VPD with this report.

Can You Identify the Suspect in a Photo Lineup? Yes No

Vehicle Used by the Suspect

Color	Year	Make	Model	LP State	License Plate
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Vehicle Registration Information: _____
Registered Owner _____ Registered Owner's Address / City / State / Zip _____

Property Taken (Include Number Taken, Brand, Size, Color, Serial/Model Number)

<u>Description</u> (Include Number Taken, Brand, Size, Color, Serial/Model #, Amount of Gasoline)	<u>Value</u>	<u>Recovered?</u>
1. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attach Additional Pages, if Needed to List Property **Check Box if Additional Property is Listed on Separate Pages**

Total Value of Property Taken _____ Total Value of Property Recovered _____

If Recovered, What is the Disposition of the Property? Left at Location Taken to VPD Other _____

I understand that Making a False Report to a Police Agency is a Class B Misdemeanor, punishable by a fine not to exceed \$2000; confinement in jail for a term not to exceed 180 days; or both fine and confinement.

Signature of Person Making Report to Police _____

Job Title _____

Date _____

Time _____

Fold this portion first

Additional Suspect Information

#1

Name	Race / Sex / DOB	Home Address
Home Phone	Employment	Business Phone

#2

Name	Race / Sex / DOB	Home Address
Home Phone	Employment	Business Phone

Attach Additional Pages if necessary

Narrative of Person Making Report

Describe What Happened – Include the description of additional suspects along with names and descriptions of other persons with the suspects. Also include the information on additional witnesses.

Victoria Police Department
P.O. Box 2086
Victoria, TX 77902

Place Stamp Here

Victoria Police Department
P.O. Box 2086
Victoria, TX 77902

Attention: Records Section

Instructions for Completing this Form

When a theft occurs call the Victoria Police Department at 573-3221. Inform the call-taker of the theft, if the suspect(s) is still in the store or can be identified, and a police officer will be dispatched to the store as soon as possible.

If the suspect(s) has already left the store, provide the call-taker with as much of the following information as possible; description of suspect(s); vehicle(s); and direction of travel. This information will be broadcast to all on-duty police units. If there are no suspects or suspect vehicle with license plates the call taker will ask the store employee if they have a mail-in report form. If so, the call-taker will give the store employee a case number. This case number must be written in the upper right hand corner of the mail-in report. The report is to be mailed in and no police officer will be dispatched to the store.

The mail-in report must be submitted to the Victoria Police Department no later than ten (10) calendar days from the date the theft occurred. If there are no suspects or vehicle license plates known, the case will be closed unless other leads are developed. No detective will call back.

Fold and secure this portion to the outside