

# Victoria Police Department

## Harassment Report Packet

Case Number \_\_\_\_\_  
Use Incident # provided by Police Dept.

### **Harassment Report Instructions**

1. Complete the attached Reportee Contact Information Form and Sworn Statement.
2. Distribute an attached Harassment Witness Form to any person who witnessed the incident. If there are no witnesses, state "None" on the witness form.
3. Ensure that each Harassment Witness Form and Witness Sworn Statement that is distributed is completed in their entirety.
4. Complete the Sworn Statement form. Upon completion it must be notarized prior to it being signed. If you cannot locate a Notary Public, bring the form to the Police Department Investigations Division and have a Licensed Peace Officer witness and sign the statement. This applies to witnesses as well.
5. Place a check mark next to, and attach any of the following evidence that may apply to this incident:

\_\_\_ Personal witness of the incident

\_\_\_ Copy of incident made by E-Mail

\_\_\_ Copy of incident made by Letter

\_\_\_ Copy of phone records (at least 30 days prior to offense to current date)

\_\_\_ Copy or pictures of text messages

\_\_\_ Copy of recordings of voice mail or recorded phone conversation

6. **DO NOT SUBMIT THIS HARASSMENT REPORT PACKET UNTIL ALL FORMS ARE COMPLETED AND ALL AVAILABLE EVIDENCE IS OBTAINED.**
7. Either deliver in person or mail this cover sheet, along with all pages of the completed Harassment Packet, and any applicable evidence check marked above to the address below. If recordings apply, an assigned investigator can coordinate collecting them.

Victoria Police Department  
ATTN: Telephone Response Unit  
306 S Bridge St.  
Victoria, TX 77901

**NOTE:** This packet will be reviewed for completeness prior to being assigned to a Harassment Investigator. Please ensure that the Incident Statement Form and all Harassment Witness Forms are completed and that all evidence relating to this incident is attached. It may be necessary to delay the submittal of this packet until this information can be collected.

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### Reportee Contact Information Form

**Please Print all Information**

1. **Reportee Name:** \_\_\_\_\_  
Last First Middle
2. **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **3. Sex:**  M / F  **4. Race:** \_\_\_\_\_  
Mon / Day / Year (circle one)
5. **Home Address:** \_\_\_\_\_
6. **Home / Cell Phone:** \_\_\_\_\_
7. **Work Place:** \_\_\_\_\_  
(Name & Address)
8. **Work Phone:** \_\_\_\_\_

### Offender Contact Information

1. **Offender Name:** \_\_\_\_\_  
Last First Middle
2. **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **3. Sex:**  M / F  **4. Race:** \_\_\_\_\_  
Mon / Day / Year (circle one)
5. **Home Address:** \_\_\_\_\_
6. **Home / Cell Phone:** \_\_\_\_\_
7. **Work Place:** \_\_\_\_\_  
(Name & Address)
8. **Work Phone:** \_\_\_\_\_

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THE STATE OF TEXAS  
COUNTY OF VICTORIA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., \_\_\_\_\_,  
PERSONALLY APPEARED \_\_\_\_\_ AT LOCATION \_\_\_\_\_

\_\_\_\_\_, WHO AFTER BEING DULY SWORN, DEPOSES AND SAYS:  
(Name of Business/Residence and complete address)

MY NAME IS \_\_\_\_\_ AND I AM \_\_\_\_\_ YEARS OF AGE, HAVING BEEN BORN  
ON \_\_\_\_\_ IN \_\_\_\_\_ MY PRESENT HOME ADDRESS IS: \_\_\_\_\_

\_\_\_\_\_ HOME PHONE: \_\_\_\_\_. I AM CURRENTLY EMPLOYED AS A \_\_\_\_\_

FOR: \_\_\_\_\_ MY WORK ADDRESS IS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_. THE PERSON WHO WILL ALWAYS KNOW MY WHEREABOUTS OR HOW TO REACH

ME IS: \_\_\_\_\_, AND THEIR ADDRESS AND PHONE ARE: \_\_\_\_\_

\_\_\_\_\_. MY DRIVER'S LICENSE NUMBER IS: \_\_\_\_\_. MY SOCIAL SECURITY NUMBER:  
IS: \_\_\_\_\_.

I GIVE MY PERMISSION TO THE VICTORIA POLICE DEPARTMENT TO WRITE OR TYPE THIS STATEMENT OUT FOR ME.

I HAVE READ THIS STATEMENT (OR \_\_\_\_\_ HAS READ THIS STATEMENT TO ME)  
CONSISTING OF \_\_\_\_\_ PAGE(S) AND IT IS ALL TRUE AND CORRECT.

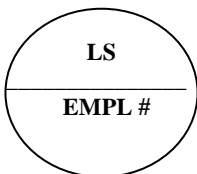
\_\_\_\_\_  
(Signature)

SUBSCRIBED AND SWORN TO BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., \_\_\_\_\_ AT \_\_\_\_\_ O'CLOCK, AT LOCATION: \_\_\_\_\_  
(Name of Business/Residence and complete address)

\_\_\_\_\_  
(PRINT NAME) PEACE OFFICER

**Sworn and Subscribed** before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas



\_\_\_\_\_  
PEACE OFFICER IN AND FOR THE STATE OF TEXAS ACTING IN MY OFFICIAL CAPACITY

Notary Stamp:



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### Witness Form

#### Please Print all Information

1. **Witness Name:** \_\_\_\_\_  
Last First Middle
2. **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_      3. **Sex:**   M   /   F        4. **Race:** \_\_\_\_\_  
Mon / Day / Year      (Circle One)
5. **Home Address:** \_\_\_\_\_
6. **Home / Cell Phone:** \_\_\_\_\_
7. **Work Place:** \_\_\_\_\_  
(Name & Address)
8. **Work Phone:** \_\_\_\_\_

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THE STATE OF TEXAS  
COUNTY OF VICTORIA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., \_\_\_\_\_,  
PERSONALLY APPEARED \_\_\_\_\_ AT LOCATION \_\_\_\_\_

\_\_\_\_\_, WHO AFTER BEING DULY SWORN, DEPOSES AND SAYS:  
(Name of Business/Residence and complete address)

MY NAME IS \_\_\_\_\_ AND I AM \_\_\_\_\_ YEARS OF AGE, HAVING BEEN BORN  
ON \_\_\_\_\_ IN \_\_\_\_\_ MY PRESENT HOME ADDRESS IS: \_\_\_\_\_

\_\_\_\_\_ HOME PHONE: \_\_\_\_\_. I AM CURRENTLY EMPLOYED AS A \_\_\_\_\_

FOR: \_\_\_\_\_ MY WORK ADDRESS IS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_. THE PERSON WHO WILL ALWAYS KNOW MY WHEREABOUTS OR HOW TO REACH

ME IS: \_\_\_\_\_, AND THEIR ADDRESS AND PHONE ARE: \_\_\_\_\_

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IS: \_\_\_\_\_.

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CONSISTING OF \_\_\_\_\_ PAGE(S) AND IT IS ALL TRUE AND CORRECT.

\_\_\_\_\_  
(Signature)

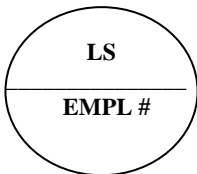
SUBSCRIBED AND SWORN TO BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_, A.D., \_\_\_\_\_ AT \_\_\_\_\_ O'CLOCK, AT LOCATION: \_\_\_\_\_  
(Name of Business/Residence and complete address)

\_\_\_\_\_  
(PRINT NAME) PEACE OFFICER

**Sworn and Subscribed** before me on this the  
\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas

R-53 (1-20-2010)



\_\_\_\_\_  
PEACE OFFICER IN AND FOR THE STATE OF  
TEXAS ACTING IN MY OFFICIAL CAPACITY

Notary Stamp:

