



INFORMATIONAL REPORTS

The Clearlake Police Department allows individuals to report certain non-violent crimes or incidents without taking officers away from their public protection duties in the field. The information report is provided for your use.

Informational Reports are used for the following:

Thefts and malicious mischief when there is no known suspect.

Burglaries to vehicles or vessels, and thefts to open garages or structures, when no suspect is known.

Insurance purposes or information only. Generally, such reports are accepted and filed when there is no further investigative action expected or required.

Annoying telephone calls, when the suspect is unknown to you.

Information or documentation reports where prosecution is not practical or desired.

INSTRUCTIONS

1. Complete all sections of the form except as noted. If you need to list more property than the form will allow, an additional page may be attached.
2. If you need more space to answer any area of the report, use blank paper for that information, and attach those pages to the report.
3. Please provide your **street address**, if different than your mailing address. Personal information is requested for identification and statistical purposes.
4. Please write legibly, in ink, print or type the information requested. Please be as accurate and complete as possible.
5. Sign and date the form.
6. **Forms may be delivered to the Clearlake Police Department, 14050 Olympic Drive, Clearlake, CA 95422.**
7. Upon receipt, we will review the form. You may be contacted for further information or investigation as warranted.

If you need further information, please call our Records Division at 994-8251 CPD/46

Clearlake Police Department
 14050 Olympic Dr.
 Clearlake, CA 95422

CASE: _____

Your Last Name		First	Middle	Birthday		Race	Sex								
Residence Address			City		Zip	Phone									
Mailing Address (if different than above)															
Business Address			City		Zip	Phone									
When did this incident occur? (address or exact location)					(or) Between (date & time)										
Where did this incident occur? (address or exact location)															
PLATE Stolen: front ☐ Back ☐ Both ☐			License Plate/State #:		Year Make Model										
Other Party: (Full name if known)			Address/Phone		How Involved?										
Briefly describe how this incident occurred to the best of your knowledge.															
<table border="1"> <tr> <td colspan="8">Property Lost Damaged (circle one) as a direct result of this incident</td> </tr> </table>								Property Lost Damaged (circle one) as a direct result of this incident							
Property Lost Damaged (circle one) as a direct result of this incident															
#	Item Name	Model/Serial#		Color	Description	Value									
1															
2															
3															
4															
This information is true and correct. This report is submitted for Recording and for information purposes only. Signature: _____					Total From Reverse: \$_____ Total Loss/Damage: \$_____ Date of Report: _____										
Do Not Write Below this Line															
Code Section:		Type:			Reviewed By:										
Entered By:		Date:			Date Reviewed:										

COMPLETE THE QUESTIONS AND INFORMATION ON THIS FORM TO THE BEST OF YOUR KNOWLEDGE. PLEASE TYPE YOUR RESPONSES, OR PRINT LEGIBLY USING A NON-ERASABLE INK PEN.

WHEN COMPLETE, BE SURE TO SIGN THE FORM ON THE REVERSE. PLACE IN ENVELOPE, ATTACH FIRST-CLASS POSTAGE AND MAIL TO THE ADDRESS SHOWN BELOW.

**CLEARLAKE POLICE DEPARTMENT
ATTN: RECORDS
14050 OLYMPIC DRIVE
CLEARLAKE, CA 95422**

Property Lost Damaged (circle one) as a direct result of this incident					
#	Item Name	Model/Serial #	Color	Description	Value
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
23					
24					
25					
Please Complete Reverse First		TOTAL LOSS/DAMAGE THIS SECTION: \$			

ADDITIONAL INFORMATION:
