City of Renton, WA
Police Department

Citizen Online Reporting Instructions

Welcome to the City of Renton's online Police Department reporting system. By answering the online questions you will be able to file an incident report and print an unofficial copy of your submitted report at your convenience and without waiting.

Once your report has been approved, a case number will be assigned and an official copy of the report will be forwarded to you by email.

Our goal in providing online reporting is to better serve you.

1) Please make sure you read the instructions on the first page to make sure you are eligible to file an online report

Incidents available for online reporting

- Abandoned vehicle
- Harassing phone calls
- Identity theft
- Lost property
- Non-injury hit & run accident
- Theft from vehicle: Stolen equipment or belongings from a vehicle
- Theft from property: Less than $1,500 taken without your permission with NO suspect information. Do not use if entry into your home/business was forced (breaking a window, door, etc). In that case call 9-1-1.
- Vandalism: Less than $1,500

DO NOT use online reporting for:
- Stolen vehicles
- Stolen or lost license plates
- Stolen or lost license plate tabs
- Stolen or lost firearms
- Stolen or lost items with serial numbers

Answer yes/true to the following questions to determine if online reporting is appropriate:

- This is not an emergency?
- This incident occurred within the Renton City limits?
  - Not all locations with "Renton" in the mailing address are within Renton's jurisdiction.
  - Verify you are in Renton by:
    - Opening map application
      - Enter address in the top right corner (in the teal-colored menu bar)
      - Search results will show in the left pane. Look for a line starting with "Jurisdiction:"
      - If in the Renton city limits, result will say "Jurisdiction: RENTON"
- There are no known suspects or evidence that could lead to the identification of a suspect?
- None of the lost/stolen property has a serial number
- This did not occur on Highway 167 or I-405?
- Do you have an email address?

2) Click Start Report when ready. **Select Incident Type**

- Choose an incident type based on either the definition or examples given.

- Click Start Report.

At any point you can go back to previous pages and at the end of the report you will be able to review and edit the information you've entered.

Select Incident Type

There are several different incident types that can be entered using the internet. Please select one from the list below and continue. If the incident you are reporting has a known suspect, please call 9-1-1.

*** The incident must have occurred within Renton City Limits. ***

Select	Incident Type	Definition	Examples
○	Abandoned Vehicles	A vehicle on the street that has not been moved in 24 hours.	
○	Harassing Phone Call	Unwanted phone calls of an annoying, harassing or threatening nature with *no suspect information.*	Immediate hang-ups, obscene language, etc.
○	Identity Theft	An unknown person uses your identification (government issued ID, passport, social security card, drivers license, birth certificate…) or financial info (bank statement, tax return…) to obtain credit, goods or services.	An unknown person obtains a credit card using your S.S.N. or obtains phone service using your personal information.
○	Lost Property	When property is lost or misplaced.	Property that has been lost or misplaced and your insurance company (or other third party) is requesting a Police report.
○	Non-Injury Hit & Run Accident	Non-Injury Hit and Run Auto Accident with *no suspect information.*	While grocery shopping someone ran into your car and left without providing information. Or while stopped at a stop light your car was struck by another car, left without providing information and no one was hurt.
○	Theft from Vehicle	Property is stolen from a motor vehicle.	Stolen equipment or belongings from a vehicle.
○	Theft:	Your property (less than $1,500) is taken without your permission with *no suspect information.* Do not use if entry into your home/business was forced (breaking a window, door…), call 911.	Property known to be stolen may be reported. Lost property is not a theft.
○	Vandalism	Damage to property (including vehicles). Nothing is stolen. Total dollar amount of damage must be less than $1,500 with *no suspect information.*	Graffiti, knocking over mail box, throwing rocks through windows, damage to your vehicle etc.

Select Report Type

- Choose a report type.

- If this is a supplement to a previously reported incident, include the original report number.

- Click Continue.

City of **Renton**

RENTON. AHEAD OF THE CURVE.

	Lost Property					
Start >	Yourself >	Incident >	Property >	Narrative >	Review >	Finish

Select Report Type *(Incident Type: Lost Property)*

Please select the report type: original or supplemental.

Original if this incident has not yet been reported.

Supplemental if a report has already been taken by the Renton Police Department.

*** The incident must have occurred within Renton City Limits. ***

Select	Report Type	Definition
⦿	Original	This is the first report that is being filed for this incident.
○	Supplemental	You are adding information to a previous report which was submitted online. Original report number [＿＿＿＿＿] (ex: 201801000000)
○	Supplemental	You are adding information to a previous report, which was reported to an officer. Original report number [＿＿＿＿＿] (ex: 201801000000) Filed With Officer [＿＿＿＿＿] (enter "Unknown" if unsure)

[<<<< Back] [Continue >]

Select Reporting Person Type

- Choose Individual if you are reporting your own incident or choose Business if you are reporting the incident on behalf of a business.

- Click Continue.

Lost Property

| Start | > | Yourself | > | Incident | > | Property | > | Narrative | > | Review | > | Finish |

Select Reporting Person Type

Please select a proper person type according to the definition below.

Select	Person Type	Definition
⦿	Individual	If you are reporting this for yourself.
○	Business	If you are responsible for reporting this for your employer, government agency, or your own business.

<<<< Back | **Continue >**

Enter Reporting Person Information

- Fill in all the requested information. Items marked with a red asterisk (*) are required.

- Click Continue.

Address

Addresses are broken out into parts. Example addresses would be entered as follows:

1055 S Grady Way

211 Burnett Ave N

If applicable, enter your apartment/unit number only (e.g. A101).

Enter Incident Information

- Fill in all the requested information. Items marked with a red asterisk (*) are required.
- Click Continue.

City of **Renton**

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Lost Property

Start > Yourself > Incident > Property > Narrative > Review > Finish

Enter Incident Information

Please enter all the information that applies. If you do not know where in Renton your property was lost, enter your home address. If you do not know the time, enter the range of time it happened within.

*Street Address	Click Here If Same As Home Address
*City / *State / Zip Code	Renton Washington
*Incident Time (start)	03/05/2018 ... 09 10 AM
*Incident Time (end)	03/05/2018 ... 09 10 AM
Location Type	Please Select
Documents/Photographs (incident related)	Click the link below to open a separate window for attaching/detaching documents and photographs. Attach/Detach Documents and Photographs

<<<< Back   Continue >

<u>Street Address:</u>
Enter the location where the incident occurred. **This must be within the Renton City Limits.**
If this incident occurred in a parking lot of a complex, do not enter an apartment or unit number.

> If you are unsure if the location is within the Renton City Limits, you may go to the online reporting intro page and click "Opening map application" or copy this address to a new browser window:
> http://rp.rentonwa.gov/Html5Public/Index.html?viewer=CORMaps
> - Search incident address in the top right corner
> - If in the Renton city limits, results in left pane will say "Jurisdiction: RENTON"

<u>Incident Time (beginning and end)</u>
If you do not know the exact time the incident occurred, enter the range of time it occurred within. (For example, the incident happened after you went to bed and before you woke up in the morning. Enter the time you went to bed as the beginning and the time you woke up as the end.)

<u>Theft Type</u>, <u>Method of Entry</u>, and <u>Point of Entry</u> do not apply to all incident types. They will appear only when applicable.

<u>Incident Description</u>
Enter a brief description of what happened. Provide sufficient information for the reader to fully understand the incident you are reporting.

Enter Vehicle Information (if applicable)

- Fill in all the requested information. Items marked with a red asterisk (*) are required.
- Click Continue.

Type
Pick a vehicle type such as "Auto", "Truck/SUV/Van" or whichever is appropriate.

Make
Select the vehicle make (e.g. Ford, Honda, Jeep...). Pick "Other" if not on the list.

Licensing State
Enter the license plate state. Does it have a Washington State license plate or one from a different state?

<u>Enter Property Information</u> (if applicable)

- Fill in all the requested information. Items marked with a red asterisk (*) are required.

- Click Continue.

Theft from Vehicle

Start > Yourself > Incident > Vehicle > **Property** > Narrative > Review > Finish

Enter Property Information

Please enter the Property information.

If your car stereo was stolen, in the description field list the components (e.g. radio/cd/tape).

*Type	Please Select	
Brand		(enter country or issuer)
Model		
Color	Please Select	
Serial No		(enter card or ID card #)
*How Many		
*Market Value ($)		
*Property Description		

<<<< Back   Continue >

<u>Property Type</u>
Pick a property type such as "Cell Phone/PDA", "Purse/Handbag/Wallet" or whichever is appropriate. If you can not find one that matches your property, choose "Other Items".

<u>How Many</u>
How many of this item are you reporting stolen? If this was currency, enter the amount stolen.

<u>Total Value</u>
Enter the total amount for this type of Stolen or Lost item(s). Enter in whole numbers; do not include cents or a dollar sign. For "Credit Cards/Debit Cards/Checks" enter the amount of "0".

<u>Property Description</u>
Enter the property description such as "5 mega pixel digital" for camera. If the property item was a car stereo, list the components (e.g. radio/cd/tape). For credit cards, enter the type of card (Visa, MasterCard, Discover...)

<u>Property List</u> (if applicable)
Here property item(s) can be modified, deleted or added.

- Click **Done** if you are done entering property and want to continue.

City of Renton

RENTON. AHEAD OF THE CURVE.

Theft from Vehicle

| Start | > | Yourself | > | Incident | > | Vehicle | > | Property | > | Narrative | > | Review | > | Finish |

Property List

Property items you have entered will appear in the list below. You may enter additional items or choose an existing property item to delete or modify.

Type	Brand	Property Description	How Many	Market Value ($)	
Cell Phone/PDA		Iphone 29	1	500	modify delete

<<<< Back | Add Property | Done >>>>

Enter Narrative

Describe what happened. Think who, when, where and what while writing about the incident.

Review Report

- Please carefully review the information that you have entered. If you notice a mistake, press the "modify" button and correct it.

- When everything appears correct, press the "Submit Report" button in the bottom left corner.

Your Report Has Been Submitted

Congratulations! Your report has been submitted and is pending Police Department review. Once your report has been reviewed by police officials and approved, you will be emailed an official case number and report. If your report is rejected for any reason, you will receive an email telling what needs to be done and how to report your incident.

- Press the "Print Report" button to review and print the report for your records. This report has been issued a temporary report number.

Theft from Vehicle

| Start | > | Yourself | > | Incident | > | Vehicle | > | Property | > | Narrative | > | Review | > | Finish |

Your Report Has Been Submitted

Your report is complete. Please use the button below to view and print the temporary report for your reference. You will be emailed a copy of the final report once the report is approved. The copy of the report will be sent as a PDF attachment, please make sure your email settings will permit this.

View and Print Report

Print Report - WaRentonPd

This incident has been reported to the
Renton Police Department
and is pending approval

Renton Police Department
1055 S. Grady Way
Renton, WA 98057
425-430-7500

General Information
Incident Type	Theft from Vehicle
Tracking Number	T18000425
Report Date	03/05/2018 09:30 AM

Reporting Person Information
Name	Smith, Sam
Home Address	1055 s grady way, Renton, WA 98057, US
Home Phone	425-430-7500
Email	scour@rentonwa.gov
Race	White (includes Hispanic)
Sex	Female
DOB	12/01/1980

Incident Information
Incident Location	1055 s grady way, Renton, WA 98057
Incident Time (start)	03/05/2018 09:10 AM
Incident Time (end)	03/05/2018 09:10 AM
Theft Type	From Auto

Vehicle Information
No 1
Type	ATV
Make	ALFA ROMEO
Model	Cool
Year	2018
Color	Purple
License Plate No	XXX123
Licensing State	WA

Property Information
No 1
Type	Cell Phone/PDA
How Many	1
Market Value ($)	500
Property Description	Iphone 29

Narrative
Incident Description	xxxxxx

Print This Report