



Chico Police Department Counter Report

When completed mail to:

**Chico Police Department
1460 Humboldt Road
Chico, CA 95928**

CAD Incident Number: _____ Report Date: _____

Case Number: _____ Report Time: _____

Type of Incident: _____

Occurred on or Between:

Entry to Building:

Date: _____ Time: _____ and

Forced: Yes No

Date: _____ Time: _____

Location: Door Window
Other: _____

Address of Occurrence: _____

Reporting Party : _____ Date of Birth: _____

Address: _____ Gender (M/F): ____ Race: _____

City, State, Zip: _____ Driver License #: _____

Phone # (Home): _____ Phone # (Business): _____

E-Mail Address: _____

Victim Same As Reporting Party (if checked, leave Victim section below blank)

Victim: _____ Date of Birth: _____

Address: _____ Gender (M/F): ____ Race: _____

City, State, Zip: _____ Driver License #: _____

Phone # (Home): _____ Phone # (Business): _____

Injury: No Yes Hospital Type of Injury : _____

Suspect: _____ Date of Birth: _____

Address: _____ Gender (M/F): ____ Race: _____

City, State, Zip: _____ Driver License #: _____

Phone # (Home): _____ Phone # (Business): _____

Type of Weapon: Firearm Knife or Cutting Instrument

Other Dangerous Weapon _____ Hands, Fists, Feet, etc.

**** COMPLETE ATTACHED PROPERTY AND VEHICLE PAGES IF APPLICABLE.**

Use appropriate section for Cellular Phones, Bicycles and/or Documents.

(Additional narrative sheet attached if needed)

**Chico Police Department
Counter Report
Narrative**

Chico Police Department Counter Report - Property Sheet

Property Status: _____ (Stolen or Lost)

**** Cellular Phone, Bicycles and/or Documents see below.**

1. Description: _____

Serial Number: _____ Model Number: _____

Manufacturer: _____ Color: _____ Value: _____

2. Description: _____

Serial Number: _____ Model Number: _____

Manufacturer: _____ Color: _____ Value: _____

3. Description: _____

Serial Number: _____ Model Number: _____

Manufacturer: _____ Color: _____ Value: _____

4. Description: _____

Serial Number: _____ Model Number: _____

Manufacturer: _____ Color: _____ Value: _____

CELLULAR PHONE

Electronic Serial Number (ESN#): _____

Make: _____ Model Number: _____ Color: _____

Misc Description: _____ Value: _____

BICYCLE

Boys Girls

Serial Number: _____ Make: _____

Model Number: _____ Color: _____ Speed: _____

Misc Description: _____ Value: _____

DOCUMENTS (Check, Money Order, ATM/Credit/Debit Card, ID/License, Currency, Other)

Doc. Type	Bank Card or Card Issuer	Acct. Number	Serial Number	Value

**Chico Police Department
Counter Report
Involved Vehicles**

Vehicle Involvement: _____ (Victim, Suspect, etc.)

Vehicle Year: _____

Vehicle Make: _____ Vehicle Model: _____

Vehicle Color: _____

License Plate Number: _____ License Plate State: _____

Vehicle Involvement: _____ (Victim, Suspect, etc.)

Vehicle Year: _____

Vehicle Make: _____ Vehicle Model: _____

Vehicle Color: _____

License Plate Number: _____ License Plate State: _____

Vehicle Involvement: _____ (Victim, Suspect, etc.)

Vehicle Year: _____

Vehicle Make: _____ Vehicle Model: _____

Vehicle Color: _____

License Plate Number: _____ License Plate State: _____

Vehicle Involvement: _____ (Victim, Suspect, etc.)

Vehicle Year: _____

Vehicle Make: _____ Vehicle Model: _____

Vehicle Color: _____

License Plate Number: _____ License Plate State: _____

Chico Police Department

Counter Reports

Enclosed is a counter report for you to complete and return to the police department. Please fill in the form as completely as possible.

CRIME REPORTS

Call the police department back if you have information regarding the suspect in a crime. The counter reports are intended for use when the suspects are not known.

When crime reports are returned to Chico Police Department, the Records Section will give the report a case number and retain the original in our files. A copy of the report with the case number will be returned to you for your records or your insurance company. There is not a fee for this copy.

Most stolen or lost property can be entered into California's computerized Criminal Justice Information System (CJIS) if the type of property, serial number and manufacturer are provided.

Bicycles can only be entered into CJIS if you provide the serial number, manufacturer, the style of bicycle (boy's or girl's), and the number of speeds (single speed, 21-speed, etc.).

Cellular phones can only be entered into CJIS if you provide the manufacturer and electronic serial number (ESN). This number may or may not be the same as the number stamped on the phone. Contact your cellular service carrier (AT&T, Verizon, etc.) for the correct ESN.

The INVOLVED VEHICLES page is for information on vehicles that are broken into or damaged. If your license plate or vehicle are stolen, call the police department. There is a specific CHP form that must be completed by an officer for these types of crimes.

TRAFFIC ACCIDENTS

When counter traffic accident reports are returned to Chico Police Department, the information will be entered into a computer call detail record. The original report will then be returned to you for your records or your insurance company. There is not a fee for this copy. We do not retain a copy of the original counter traffic accident report in our files. You or your insurance company may obtain a copy of the computer record from the Chico Police Department Records Section if necessary for a \$3.00 fee.

QUESTIONS REGARDING THE FORMS

If you have questions regarding the forms, please contact the Chico Police Department Records Section, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Telephone: 530-897-4900

Address: 1460 Humboldt Road
Chico, CA 95928