

VICTORIA POLICE DEPARTMENT  
MAIL-IN THEFT REPORT

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

Business Address

Business Phone

**Person Reporting Theft**

Name / Race / Sex / DOB

Home Address

Phone Number

**Witness (If any)**

Name / Race / Sex / DOB

Home Address

Phone Number

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 Identity of 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

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
Phone Number	Employment	Work Phone Number

**#2**

Name	Race / Sex / DOB	Home Address
Phone Number	Employment	Work Phone Number

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

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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 an event number. This event 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 offense will be closed unless other leads are developed. No detective will call back.

Fold and secure this portion to the outside