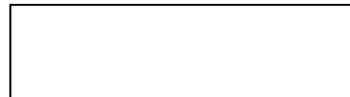


VICTORIA POLICE DEPARTMENT  
MAIL-IN CRIMINAL TRESPASS REPORT



This report must be completed by the store manager, security or attendant on duty at the time the Criminal Trespass was committed. Upon completion, contact Victoria Police Department. All appropriate information must be provided. **Please Type or Print Legibly.**

Business Name

Address

Phone

**Person Reporting Criminal Trespass**

Name / Race / Sex / DOB

Home Address

Home Phone

Cell Phone

**Witness (If any)**

Name / Race / Sex / DOB

Home Address

Home Phone

Cell Phone

Date / Time Criminal Trespass Occurred: \_\_\_\_\_

Date original Criminal Trespass Warning issued: \_\_\_\_\_

**Suspect Information**

Suspect Name: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Does Video Evidence Exist?  Yes  No If yes, 2 copies of Video Evidence must be provided to VPD

Can You Identify the Suspect in a Photo Lineup?  Yes  No

**Vehicle Used by the Suspect**

Color Year Make Model LP State License Plate

**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.

**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
Home Phone	Cell Phone	Employment		Business Phone

**#2**

Name		Race / Sex / DOB		Home Address
Home Phone	Cell Phone	Employment		Business Phone

Attach Additional  
Pages if necessary




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Place  
Stamp  
Here

Victoria Police Department  
P.O. Box 2086  
Victoria, TX 77902

Attention: Records Section



**Instructions for Completing this Form**

When a criminal trespass occurs call the Victoria Police Department at 573-3221. Inform the call-taker of the criminal trespass. If the suspect(s) is still in the store a police officer will be dispatched to the store as soon as possible.

If the suspect(s) has already left the store, 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 a case number. This case number must be written in the upper right hand corner of the mail-in report. The report is to be mailed in as 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 criminal trespass occurred.

After completing the mail-in report, fold on the dotted lines, staple or tape the form closed. This form is self-addressed but a stamp must be attached.

**Fold and secure this portion to the outside**