

# LAKE DELTON POLICE DEPARTMENT

50 Wisconsin Dells Pkwy. S., P.O. Box 510

Lake Delton, WI. 53940

E-Mail [ldpd@lakedeltonpd.org](mailto:ldpd@lakedeltonpd.org) Internet - [www.lakedelton.org](http://www.lakedelton.org)  
 Office 608-254-7571 Dispatch 608-254-8331 Fax 608-254-4651

## CITIZEN REPORT OF INCIDENT

SEE ACCOMPANING INSTRUCTIONS

|                      |                    |      |                  |
|----------------------|--------------------|------|------------------|
| Incident Type        | Date of Occurrence | Time | Complaint Number |
| Location of Incident | Date of Report     | Time | Page 1 of ____   |

|         |                            |               |       |      |            |
|---------|----------------------------|---------------|-------|------|------------|
| Code    | Name (Last, First, Middle) | Date of Birth | Sex   | Race | Phone      |
| Address |                            | City          | State | Zip  | Alt. Phone |
| Code    | Name (Last, First, Middle) | Date of Birth | Sex   | Race | Phone      |
| Address |                            | City          | State | Zip  | Alt. Phone |

|                     |       |       |             |       |      |                   |
|---------------------|-------|-------|-------------|-------|------|-------------------|
| Vehicle Info – Make | Model | Style | License No. | Color | Year | Vehicle ID Number |
|---------------------|-------|-------|-------------|-------|------|-------------------|

|                                      |      |       |               |       |
|--------------------------------------|------|-------|---------------|-------|
| Type of Property Taken/Damaged/Found | Make | Model | Serial Number | Value |
| 1.                                   |      |       |               |       |
| 2.                                   |      |       |               |       |
| 3.                                   |      |       |               |       |
| 4.                                   |      |       |               |       |
| 5.                                   |      |       |               |       |
| Attach Separate Sheet if necessary.  |      |       |               |       |

|           |
|-----------|
| Narrative |
|           |
|           |
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|           |

I certify that the above is true and correct to the best of my knowledge and understand that knowingly providing false information to Law Enforcement is a violation of Wisc. Statute 946.41. Furthermore, I gave no one permission to take or damage the above listed property.

  X   \_\_\_\_\_ Date \_\_\_\_\_  
 Reporting Person Signature

For Police Department Use Only: Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Follow Up Needed Yes ( ) No ( )

If follow up needed – Officer Assigned \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETION OF CITIZEN REPORT

1. Incident type – Please enter the type of incident you are reporting, i.e.: theft, criminal damage to property, etc.
2. Date of Occurrence – Please indicate the date and time the incident occurred.
3. Complaint Number – Complaint Number is assigned by the Police Department, leave blank and a number will be assigned when the form is completed and returned.
4. Location of Incident – Indicate where the incident happened, use the physical address.
5. Date of Report – Indicate the date and time the incident is reported to the Police.
6. Page 1 of - Indicate whether this is page 1 of one or more sheets.
7. Code – Choose the appropriate code: **C = Complainant, RP = Reporting Person, V = Victim, S = Suspect, W = Witness, SU = Subject, JU = Juvenile, P = Parent.** (If you are the owner of stolen or damaged property enter – V/C. If you are reporting it for someone else enter RP.
8. Vehicle Information – If a vehicle is involved enter the appropriate info where requested.
9. Type of Property – If this complaint involves property, enter the info requested. In order for property to be entered into NCIC (National Crime Information Computer) we must have the make, model and serial number. Attach additional sheets if necessary.
10. Narrative – Please write a concise accounting of what happened, containing all facts and details surrounding your complaint. Please print legibly and attach additional sheets if necessary.
11. Signature – Please sign the complaint indicating this report is true and correct. This also is the non-consent portion of the complaint, an element of the law that is stating that you gave no one permission to take or damage your property. Date the complaint the day you sign it.
12. **AFTER COMPLETING THE INFORMATION ON THIS REPORT, RETURN IT TO THE LAKE DELTON POLICE DEPARTMENT IMMEDIATELY. PLEASE FAX IT TO US IF POSSIBLE AT 608-254-4651. IF FAXING IS NOT POSSIBLE, RETURN IT TO US BY MAIL AT THE ADDRESS LISTED ON THE REVERSE SIDE. ONCE THE COMPLAINT IS RETURNED TO THE POLICE DEPARTMENT IT WILL BE ASSIGNED A COMPLAINT NUMBER AND REVIEWED. IF THERE IS SUFFICIENT INFORMATION, IT WILL BE ASSIGNED FOR FURTHER FOLLOW UP AS SOON AS POSSIBLE.**