

VICTORIA POLICE DEPARTMENT
MAIL-IN CRIMINAL TRESPASS REPORT

VPD Incident Number:

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



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