

# Hollister Police Department Incident Report

(See instructions on reverse)

Case No. (HPD use only)

<b>Date/Time Reported</b>		<b>Location of Occurrence</b>			<b>Nearest Cross Street</b>		
Earliest Date of Occurrence		Earliest Time of Occurrence		Latest Date of Occurrence		Latest Time of Occurrence	
<b>Type of Incident:</b>		<input type="checkbox"/> Harassing Phone Calls <input type="checkbox"/> Vandalism (not graffiti)		<input type="checkbox"/> Lost Property <input type="checkbox"/> Vehicle Burglary		<input type="checkbox"/> Theft <input type="checkbox"/> Other _____	
<b>Reporting Party:</b>	Name (Last, first, Middle)		Sex	Residence Address		Residence Phone	
	Age	Date of Birth (mm/dd/yy)	Driver's License No.	Business Address		Business Phone	
<b>Victim:</b>	Name (Last, first, Middle or SAME)		Sex	Residence Address		Residence Phone	
	Age	Date of Birth (mm/dd/yy)	Driver's License No.	Business Address		Business Phone	
<b>Victim Vehicle:</b>	Color	Year	Make/Model	License No.	State		
<b>Lost/Stolen Bicycle:</b> ( ) Girls    ( ) Boys		Qty.	Make/Model	Serial or Other No.	Color	Value	
Include Frame Size and Speed							
<b>Property Description:</b>		Qty.	Make/Model	Serial or Other No.	Color	Value	
<b>Brief Description of what Occurred:</b>							
<b>CAD #</b>							

## Reporting Instructions

If you are the victim of a crime (or the parent or guardian of a minor who is the victim) that occurred within the City of Hollister, you may use this form to file an Incident Report with the Hollister Police Department. *(Note: This Incident Report is for past tense crimes for which there are no suspects or evidence. To report other types of crime, please contact the Hollister Police Department at (831) 636-4331. Non-Injury traffic accidents can be reported to the DMV. Do not report crimes that you have previously reported by any other means. You can report the following crimes on this form:*

Harassing Phone Calls - You are receiving unsolicited telephone calls that are harassing, threatening, or sexual in nature and you do not know the caller. (Do not report calls from solicitors or telemarketers.)

Lost Property - You have lost something of significant value that belongs to you and you wish to report the loss in case the item is found and turned in to the police department. An example would be a lost wallet or purse. Do not report items you believe to be stolen as 'lost property'. (See Theft below.)

Theft - Stolen property.

Vehicle Burglary - Property taken from a locked vehicle is considered a burglary.

Vandalism (not graffiti) - Vandalism is defacing, damaging or destroying any real or personal property, including vehicles. (Do not report graffiti as vandalism. Graffiti should be reported to the Graffiti Hotline at (831) 638-4175.

Reporting the date and time of occurrence:

If you do not know the exact date and time the crime occurred, enter a range in the 'Earliest' and 'Latest' date and time of occurrence boxes. For example, the crime occurred sometime between 11 PM yesterday and 4 AM today. If you know the exact date and time, enter the same information in the 'Earliest' and 'Latest' boxes.

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Please be sure the information you supply on this report is accurate and complete. (If you need additional space to describe property or to explain what occurred, attach a separate sheet of paper.)

You may submit this form in person at the Hollister Police Department or by mail. If you file your report in person, a Case Number will be assigned and noted on your copy of the report. If you submit your report by mail, receipt of your report will be acknowledged via return mail along with your Case Number. Mail your report to:

Hollister Police Department  
395 Apollo Ct. Hollister, CA. 95023  
Attn: Records Division

When your report is accepted by the Hollister Police Department it will be filed but there will be no investigative activity or follow-up by HPD unless some leads develop.

By filling a police report, you are agreeing to be contacted by a representative of the Hollister Police Department should it become necessary in the course of handling your case. Please note that it is unlawful to file a false police report.