

ROLLING MEADOWS POLICE DEPARTMENT

MAIL-IN INCIDENT FORM

Instruction Sheet

NOTE: All information must be completed legibly and completely or the report will not be recorded with the Rolling Meadows Police Department.

1. Type of incident definitions:
 - a. Theft from auto – property taken from the outside of a vehicle by another with no suspect information.
 - b. Lost Property – property missing, but have no evidence that it was taken by another.
 - c. Damage to Auto – self explanatory
 - d. Bike Theft – Bicycle taken, outside a building, with no suspect information.
 - e. Theft of Gas – Gasoline theft in a drive-off at a gas station.
 - f. Matter of Record – Information to be supplied for a report with no follow-up but required by your insurance company, or a report with no follow-up on a non-criminal matter.
 - g. Telephone harassment – telephone calls received where repetitive calls are made or annoying calls are made. *Note-caller may be known, and complainant desires no follow-up.*
 - h. Accidental Damage – Damage reported that was unintentional.
 - i. Lost License Plates – License plates missing from vehicle, unknown if stolen or not.
 - j. Supplemental Report – Additional information supplied to RMPD on a previous RMPD report.

2. Complainant:
 - a. Name of the individual making this report
 - b. Must be 18 years of age or older

3. Incident Location:
 - a. A place within the City of Rolling Meadows where any of the above types of incidents occurred.
 - b. Address Name: the name of a business or apartment, condo, or townhouse complex.

4. Date of this report – Exact date and time incident occurred. If not known, then supply the best range of time when it is known that the incident occurred.

5. Victim:
 - a. Name of the person who suffered a loss in this report, or was the target of the complaint.
 - b. If more than one victim applies, only name the primary victim.

6. Vehicle Description examples:

a.	1998	Ford	Mustang	2-door hatch	Black/Gray
b.	2002	Chevrolet	Blazer	4-door SUV	Red

7. Property: As much information as possible must be entered in order for property to be returned to the rightful owner, should any property be recovered.

8. Means of damage – Explain what type of damage was done, if applicable.

9. Target of damage – Explain where and what was the target of damage, if applicable.

10. Narrative section – Clearly and briefly state the events that occurred in this incident. Only state facts, not speculation.

11. Preparer's signature – Sign the report when complete. An unsigned report will not be accepted or recorded. Anyone who knowingly submits a report containing false information is subject to arrest and prosecution.