



How to complete the Waukomis Police Citizen Report Form

Use the Citizen Report form if **ALL** of the following applies:

- The incident occurred within the Waukomis City Limits. (Call 580-758-3242 to verify)

If all of the above apply follow these directions:

- Fill out the Citizen Report form in its entirety.
- Turn in the completed form to the Waukomis City Hall front office Monday through Thursday 8:00am to 4:30pm, Fridays 8:00am to 12:00pm.
- **You will be asked to provide a valid picture ID.**

TIPS

Please fill out the Citizen Report form legibly.
The grey boxes are for office staff use only, DO NOT fill them in.

NOTE: This is a courtesy report and no investigation will be conducted unless there is a suspect.

If you have any questions feel free to contact the
Waukomis Police Department
121 S. Main ♦ Waukomis, OK 73773
(580) 758-3242



Waukomis Police Department

Citizen Report Form: Theft, Vandalism, Vehicle Prowl, Lost Property, Civil, Information

FOR OFFICIAL USE ONLY	
Case # _____	
Theft	Civil
Malicious Mischief	Information
Vehicle Prowl	
Lost Property	

Complete this form if the incident occurred within the Waukomis City limits. Verify by calling (580) 758-3242.

PLEASE NOTE: This is a courtesy report and no investigation will be conducted unless there is a suspect.

Approximate date(s) and time(s)

incident occurred between: _____ *Month Day Year* _____ *Time* **and** _____ *Month Day Year* _____ *Time*

Address Incident Occurred: _____

Last Name: _____ **First Name:** _____ **Middle Name:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home: _____ **Cell:** _____ **Work:** _____

Gender: Male Female **Date of Birth:** _____

MM/DD/YYYY

Optional:

Race: White Black Asian/Pacific Islander American Indian/Alaskan Native Unknown

Narrative/ Additional Information:

Use this space to provide a brief description of the incident. Please note that you may be contacted by an officer if more information is needed and/or your crime is found to be related to a known crime trend.

Continue on page 2

Received By	Personnel #	ID of RP Confirmed

BY FILING THIS COMPLAINT, I UNDERSTAND THAT:

1. A person commits the crime of making a false report if he or she willfully makes any untrue, misleading or exaggerated statement in any report to a Police or Fire Department.

2. Making a false report is a misdemeanor.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF OKLAHOMA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature: _____

Date: _____

Return this completed form to the Waukomis City Hall front office Monday through Thursday 8:00am to 4:30pm, Fridays 8:00am to 12:00pm.

You will be asked to provide a valid picture ID.

PLEASE NOTE: This is a courtesy report and no investigation will be conducted unless there is a suspect.

Citizen Report Property Sheet

Case Number: _____

Use this space to list the vehicle prowled or damaged.

Description of Damage:					Estimated Loss:	\$
License Plate	Make	Model	Year	Color	Type	

Use the below spaces to list any stolen/lost/damaged property.

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		