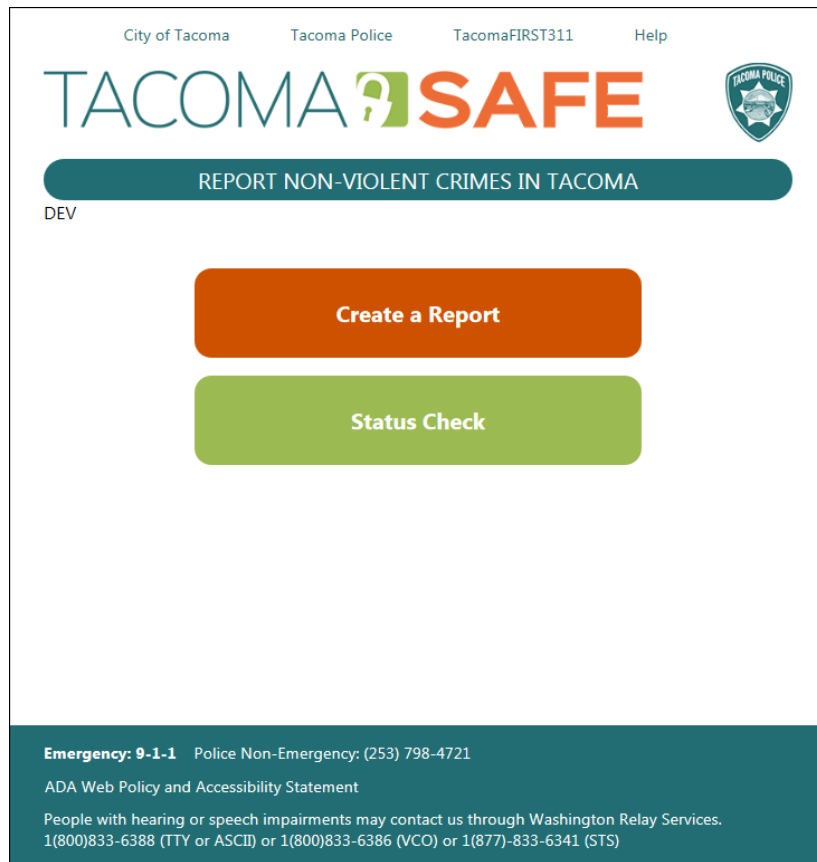


# HOW TO REPORT NON-VIOLENT CRIMES IN TACOMA USING THE TACOMA-SAFE APPLICATION

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## Start Page

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The Start Page is presented only when a new report is being started, once you start the report you will not see this again.

**If there is an emergency please call 9-1-1.** This report is for non-emergency, non-violent crime reporting.

If you require technical assistance completing this form, you can contact the City of Tacoma Customer Support Center at (253) 591-5000. Alternatively, visit the [TacomaFIRST311](#) website, choose "Make a Request", and select "[Report a Problem with TacomaSAFE Application](#)" to log a service request.

If you are unsure regarding the type of crime you want to report please contact the Police Non-Emergency number (253) 798-4721.

**Create a Report** – Begins a new citizen report.

**Status Check** – Allow you to enter in a previously provided Citizen Report number and receive status on that report.

**To create a new report:**

1. Click on the “Create a Report” button
2. Read the Terms of Use page and acknowledge that the incident to be reported meets all requirements by marking the checkbox at the bottom of the page
3. Click the “Begin Reporting” button. You will be taken to the Location page.

### Terms of Use

**For Emergencies and Crimes in Progress, call 911**

**What may be reported online?**  
If you are not reporting an emergency or a crime actively in progress, the following crimes or occurrences may be reported online if they occurred within the City of Tacoma limits:

- **Theft**  
The wrongful taking of personal property, not including firearms, vehicles, or vehicle license plates.
- **Vehicle Prowl**  
Property has been unlawfully taken from inside of a vehicle, or an attempt to take property from inside of a vehicle has been made.
- **Vandalism or Destruction of Property**  
Physical damage caused to another person’s property; writing, painting, drawing, or marking of any property with paint, ink, markers, or other substance.
- **Lost Property**  
Missing or misplaced property; property with no readily identifiable owner.

**What may not be reported online?**  
For the following crimes or occurrences please call the Tacoma Police non-emergency number at (253)798-4721:

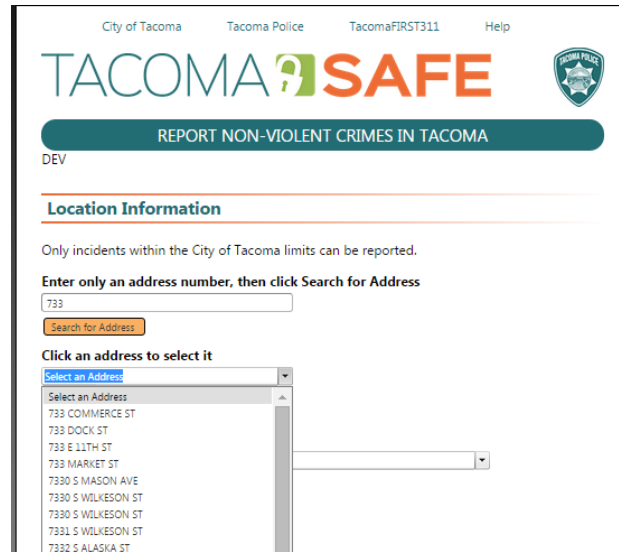
- Crimes of violence (call 911)
- Stolen or lost guns
- Stolen or lost license plates
- Stolen or lost vehicles
- Vehicle accidents
- Vehicle hit and runs

For non-criminal matters such as complaints or code violations, please contact the City of Tacoma Customer Support Center at 311 or from outside the city (253)591-5000 or online at TacomaFIRST311.

The incident meets all conditions

Check any of the following which apply to the incident:

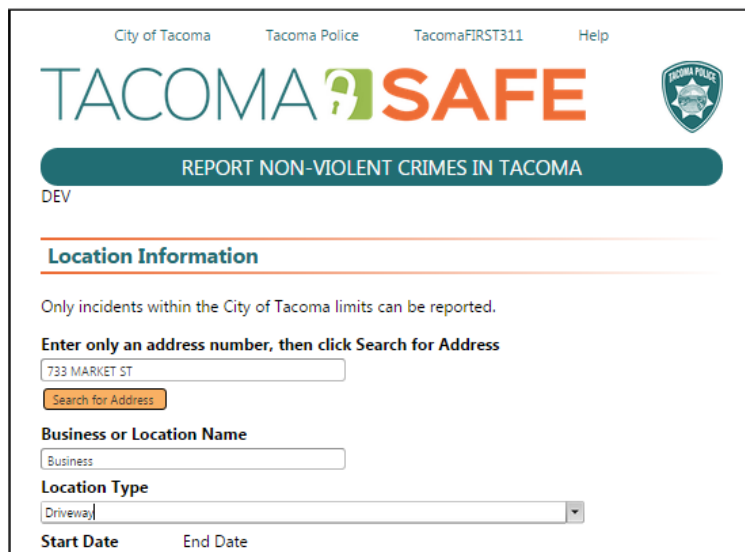
## Location Information Page



The Location Page will gather all information on the location, address, date, and time of incident. You will be asked to provide information about the type of incident and if there were suspects or victims.

### To complete the Location Information Page:

1. Indicate where the incident happened. Provide the address number only, and then click the “Search for Address” button.
2. This will open a dropdown list from which the desired address can be picked.
3. *If you do not find your address, you can type one in.*
4. If applicable, fill in the “Business or Location Name” and the “Location Type”



5. Select the date and time when the incident happened. Type the day and time into the appropriate fields or use the date-picker or time-picker.

Government Office

**Start Date**      **End Date**

6/10/2015      MM/DD/YYYY

June, 2015

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

otted, or completed?

(Date Picker)

Government Office

**Start Date**      **End Date**

6/10/2015      MM/DD/YYYY

**Start Time**      **End Time**

7:00 AM

**Time Picker**

12:00 AM	1:00 AM	2:00 AM
3:00 AM	4:00 AM	5:00 AM
6:00 AM	7:00 AM	8:00 AM
9:00 AM	10:00 AM	11:00 AM
12:00 PM	1:00 PM	2:00 PM
3:00 PM	4:00 PM	5:00 PM
6:00 PM	7:00 PM	8:00 PM
9:00 PM	10:00 PM	11:00 PM

d, or completed?

, this selection cannot be changed. ?

lawfully taken, or attempted to be taken, off an

ox, yard, residence, business, or other

(Time Picker)


6. Mark if the incident was attempted or completed.

**Was this crime only attempted, or completed?**

Attempted

Completed

7. Select the type of offense from the provided 4 options.

**Type of Incident** (Once saved, this selection can't be changed.) 

- Theft:** Property has been unlawfully taken, or attempted to be taken, off an automobile or from a mail box, yard, residence, business, or other structure (excluding stolen vehicles, license plates, or firearms).
- Vehicle Prowl:** Property has been unlawfully taken, or attempted to be taken, from inside a vehicle (excluding license plates or firearms).
- Vandalism:** Defaced, damaged, or destroyed property of another individual or business (excluding vehicle accidents or hit-and-runs).
- Lost/Missing Property:** Property that has been lost or misplaced, or when property is missing under circumstances that are unclear or uncertain (excluding vehicles or firearms).

Check any of the following that apply to the incident:

Depending on your selection a window will open providing the options to for more details regarding your selection.

**Select which applies to theft incident:**

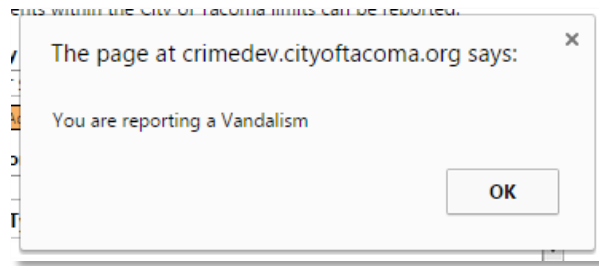
- The theft involved a vehicle.
- Theft of a shipment
- Theft from coin-operated machine
- Theft from a yard
- Theft of US Government property
- Theft of gas or fuel
- Other type of theft

When selecting that a vehicle is involved in the incident you will be presented with the final options for the offense determination section.

**Select all which apply to the incident:**

- Vehicle ignition was damaged
- Property taken from inside a vehicle
- Property taken off a vehicle
- Vehicle was damaged
- Non-Vehicle Property was Damaged


Based on your selections a validation process will determine the actual offense type to be reported. Due to the level of offense your reported incident might be re-classified. A notification of the final offense type will be shown



If the offense type is different than the one you have chosen it will be automatically corrected in the form.

- Theft: Property has been unlawfully taken, or attempted to be taken, off an automobile or from a mail box, yard, residence, business, or other structure (excluding stolen vehicles, license plates, or firearms).
- Vehicle Prowl: Property has been unlawfully taken, or attempted to be taken, from inside a vehicle (excluding license plates or firearms).
- Vandalism: Defaced, damaged, or destroyed property of another individual or business (excluding vehicle accidents or hit-and-runs).
- Lost/Missing Property: Property that has been lost or misplaced, or when property is missing under circumstances that are unclear or uncertain (excluding vehicles or firearms).

8. If you are not sure what to choose please click the blue “Question mark” which will provide a document explaining the different types of offenses that can be chosen / reported.

**Type of Incident - Once saved, this selection cannot be changed.** 

## TACOMA SAFE



REPORT NON-VIOLENT CRIMES IN TACOMA

### Explanation and Examples of Non-Violent Crime Types

Select	Type of Incident	Brief Description	Examples
Theft	Theft of property (includes theft from yards, packages left on porches, money taken from tip jars or vouchers taken from casino patrons).	The wrongful taking of personal property, but does not include firearms or vehicles.	Stolen bicycles, wire theft, unlawful removal of metal from private recycling bins, personal property of any type (not firearms or vehicles) that was stolen, not simply lost.
	Theft of Services	Receipt of services with the failure of recipient to pay for those services.	Fail to pay cab fare, dine-and-dash, sneaking into a theater without purchasing a ticket.
	Theft from <i>exterior</i> of Motor Vehicle	Not a license plate. Stealing wheels, tires, hood ornaments, or pieces of a vehicle.	Someone steals your rims off your car or takes the hood ornament. Someone siphons your gas from you gas tank.
Vehicle Prowl	Theft from <i>interior</i> of Motor Vehicle/Vehicle Prowling.	This involves a person unlawfully entering a vehicle and property is usually taken from the vehicle or the vehicle interior shows signs of unauthorized rummaging.	Your vehicle passenger window is smashed and your stereo is missing. Your glove box is opened and contents removed. Your door lock is broken and your purse is gone from your vehicle.
Vandalism	Destruction of Property/Malicious Mischief.	Causing physical damage to another person's property.	Window is smashed, egging, destroying mail boxes, tires slashed.
	Graffiti Vandalism	Writing, painting, drawing or marking any property with paint, ink, markers, or other substance that marks property.	“Tagging”, spray paintings, drawings, or written words on signs, walls, businesses, buses, trains, homes, or other property throughout the City.
Lost	Lost Property	Missing or misplaced property; property with no readily identifiable owner.	Lost cell phone discovered in a park; earring discovered on the bus; \$1000 found in a bag on the side of the road.

8. Lastly, select if **YOU** are the Victim and if there are Suspects or Witnesses, indicate by checking the boxes.

Check any of the following which apply to the incident:

- I am the victim.
- I have suspects to include.
- I have a witness to include.

*(**bold** fields are required)*

9. Click "Save Changes" to complete saving this information.



After providing the Location Information you will be brought to a Hub page which will offer a number of forms to report on the “Victim”, the “Suspects” if any, the person reporting the incident, any “Witnesses”, any “Vehicle” information if a vehicle is involved, information related to the property affected, and a place for the “Incident Detail” where you can describe in your own words what happened.

Click on any green button to begin completing each section.

**Note:** The sequence in which the forms are filled out does not matter.

The screenshot shows the TacomaSAFE web application interface. At the top, there are navigation links for "City of Tacoma", "Tacoma Police", "TacomaFIRST311", and "Help". The main header features the "TACOMA SAFE" logo and the Tacoma Police badge. Below the header is a dark teal banner with the text "REPORT NON-VIOLENT CRIMES IN TACOMA" and a "DEV" label. The main content area contains a vertical list of teal buttons for reporting sections: "Location Information" (with a white checkmark), "Reporter Information", "Victim Information", "Suspect Information", "Witness Information", "Vehicle Information", "Property Information", and "Incident Details". At the bottom right of the main content area are two orange buttons: "Save Progress" and "Review Report". The footer contains contact information: "Emergency: 9-1-1 Police Non-Emergency: (253) 798-4721", "ADA Web Policy and Accessibility Statement", and "People with hearing or speech impairments may contact us through Washington Relay Services. 1(800)833-6388 (TTY or ASCII) or 1(800)833-6386 (VCO) or 1(877)833-6341 (STS)".

**Review Report** - You will be able to review the report in full once the reporter information is completed.

**Save Progress** - You may also be able to save the report to continue at a later time once the reporter information is completed.


**Check Marks** – Indicate that a section is complete. Suspect and witness are optional sections.

## Reporter Form

Provide at a minimum the information requested in the bolded fields as these are required. Any additional information you can provide will be useful for processing your report

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE



**REPORT NON-VIOLENT CRIMES IN TACOMA**

DEV

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### Reporter Information

**Reporter First Name** Middle (or initial) **Last Name**

**Date of Birth** OR **Age**

**Street Address (Include Apartment or Suite)**

**City** **State** **Zip Code**

**Home Phone**

**Resident Type**

**Gender**

**Race**

**Ethnicity**

*You must enter a valid email address if you wish to receive automatic notifications about your report.*

**Email Address** **Confirm Email Address**

*(bold fields are required)*


**Emergency: 9-1-1** Police Non-Emergency: (253) 798-4721  
ADA Web Policy and Accessibility Statement

## Victim Form

Provide at a minimum the information requested in the bolded fields as these are required. Any additional information you can provide will be useful for processing your report. If the reporter is the victim all information for the victim will be auto filled.

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE



REPORT NON-VIOLENT CRIMES IN TACOMA

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### Victim Information

**Victim Type**  
Individual

**Victim First Name** Middle (or initial) **Last Name**

**Date of Birth** **Age**  
MM/DD/YYYY  OR

**Street Address (Include Apartment or Suite)**

**City** **State** **Zip Code**  
 WA

**Home Phone** **Alternate Phone**

**Resident Type**  
Select One

**Gender**  
Select One

**Race**  
American Indian/Alaskan Native

**Ethnicity**  
Hispanic or Latino

**Employer/School** **Work Phone**

**Email Address** **Confirm Email Address**

Save Back

## Suspect Form

Provide at a minimum the information requested in the bolded fields as these are required. Any additional information you can provide will be useful for processing your report.

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE

REPORT NON-VIOLENT CRIMES IN TACOMA

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### Suspect Information

Supply as much information as you can about the suspect:

**First Name**  **Middle (or initial)**  **Last Name**

**Date of Birth**  **OR Age**

**Street Address (Include Apartment or Suite)**

**City**  **State**  **Zip Code**

**Home Phone**  **Alternate Phone**

**Height**  **Weight**  **Hair Color**

**Resident Type**

**Gender**

**Race**

**Ethnicity**

**What makes you suspect this person?**

Have seen her

*(bold fields are required)*

1. Click the "Save Changes" button to save the entry. The suspect information will show on list.
2. Click "Add Suspect" if you have more than 1 to report. Otherwise click "Return to Menu".

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE

REPORT NON-VIOLENT CRIMES IN TACOMA

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### Suspect Information

Edit or delete any suspect in the list, or click Add Suspect to add another suspect.

#### List of Suspects

- ▼ Jane Jones edit delete
- ▼ UNKNOWN SUSPECT edit delete


Emergency: 9-1-1 Police Non-Emergency: (253) 798-4721  
ADA Web Policy and Accessibility Statement  
People with hearing or speech impairments may contact us through Washington Relay Services.  
1(800)833-6388 (TTY or ASCL) or 1(800)833-6386 (VCO) or 1(877)-833-6341 (STS)

## Witness Form

Provide at a minimum the information requested in the bolded fields as these are required. Any additional information you can provide will be useful for processing your report

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE



REPORT NON-VIOLENT CRIMES IN TACOMA

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### Witness Information

**First Name** **Middle (or initial)** **Last Name**

Date of Birth **OR Age**

Street Address (Include Apartment or Suite)

City State Zip Code

Home Phone Alternate Phone

**Resident Type**

**Gender**

**Race**

**Ethnicity**

*(bold fields are required)*

## Property Form

This form will collect about the personal property that was stolen, damaged, or lost. You can provide information for as many items as required. Provide at a minimum the information requested in the bolded fields as these are required. Any additional information you can provide will be useful for processing your report.

The screenshot shows the TacomaSAFE web interface. At the top, there are navigation links for 'City of Tacoma', 'Tacoma Police', 'TacomaFIRST311', and 'Help'. The main header features the 'TACOMA SAFE' logo and the Tacoma Police badge. Below the header is a dark green bar with the text 'REPORT NON-VIOLENT CRIMES IN TACOMA' and 'DEV'.

The 'Property Information' section contains the following fields:

- Property Category:** A dropdown menu with 'Select' as the current value.
- Property Item:** A dropdown menu with 'Select' as the current value.
- Item Description:** A text input field.
- Quantity:** A text input field.
- Replacement Cost:** A text input field with '0000.00' as the current value.
- Item Manufacturer:** A text input field with the placeholder 'Enter partial manufacturer and click Search Manufacturer' and a 'Search Manufacturers' button.
- Serial #:** A text input field.
- Owner Applied #:** A text input field.
- Insurance Company:** A text input field.
- Insurance Policy #:** A text input field.

Below the fields, it states '(bold fields are required)'. At the bottom of the form, there are two buttons: 'Save Item' and 'No More Items'. Below the form is a 'List of Items' section with a 'No More Items' button.

At the bottom of the page, there is a dark green footer with the following text:

- Emergency: 9-1-1 Police Non-Emergency: (253) 798-4721
- ADA Web Policy and Accessibility Statement
- People with hearing or speech impairments may contact us through Washington Relay Services.

### To add a property item:

1. Choose from the "Property Category" list.
2. Choose from the "Property Item" list. As the list in some Categories could be long you can start typing the item and the list will adjust to what has been typed. If a Category cannot be found use what matches closest to what you want to report.

- To select the manufacturer type in at least 3 characters of the manufacturer in the name and click the “Search Manufacturer” button.

- Select the manufacturer from the list. If the Manufacturer is not listed, one can be typed in.
- Provide the quantity and replace cost of the item.
- Click the “Save Item” button when form is complete. This will save your item to a list.
- Click “Add Item” to add more items.
- Continue this process until all items are added.

**A list of entered items** is displayed from which items can be reviewed, edited, or deleted.

List of Items		
✓ Collectible - Book, Rare	edit	delete
✓ Clothing - Coat / Jacket / Other	edit	delete


To expand an entry click on the ✓ symbol. Click the “No More Items” back to menu.

## Vehicle Form

Provide at a minimum the information requested in the bolded fields as these are required. Any additional information you can provide will be useful for processing your report.

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE



REPORT NON-VIOLENT CRIMES IN TACOMA

DEV

### Vehicle Information

**Vehicle Type**  
Select One

Vehicle Year  Vehicle License Plate Number

License Plate State  
WA

Vehicle Identification Number

**Vehicle Make**  
 Search Vehicle Makes

**Vehicle Model**  
 Search Vehicle Models

Vehicle Style  
Select One

Primary Vehicle Color  
Select One

Secondary Vehicle Color  
Select One

**Quantity**  **Replacement Cost**

**Damaged Area(s) on Vehicle**  
  
Examples: driver-side door, hood, trunk

Insurance Company  Insurance Policy #

Save Vehicle Info Back




## Incident Detail Form

This is a mandatory form. Please write in your own word what happened, what you have or have not seen, and any details you can provide related to the incident. Maximum 2000 characters allowed.

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE



REPORT NON-VIOLENT CRIMES IN TACOMA

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### Incident Details

Provide additional details and events regarding this incident to help us better understand what occurred (2000 characters max).

Please describe in your own words what happened, what you have or have not seen, and any detail related to the incident you can provide.

I.E. clothing description, scars, marks, tattoos, jewelry, distinguishing features, accent, suspect actions (such as a peculiar gait, left or right handed), glasses, etc.

1692 characters remaining

[Back](#) [Save](#)

**Emergency: 9-1-1** Police Non-Emergency: (253) 798-4721  
ADA Web Policy and Accessibility Statement  
People with hearing or speech impairments may contact us through Washington Relay Services.  
1(800)833-6388 (TTY or ASCII) or 1(800)833-6386 (VCO) or 1(877)833-6341 (STS)

Click the “Save” button to return to the Menu Page.

## Report Review Page

You will be provided with a Summary Report which lets you review your entries and, if necessary, make adjustments to your entries. The report is segmented by form.

City of Tacoma Tacoma Police TacomaFIRST311 Help

# TACOMA SAFE



## REPORT NON-VIOLENT CRIMES IN TACOMA

DEV

### Report Review

#### Location, Date, and Time [edit](#)

<b>Address:</b>	733 MARKET ST Tacoma, WA
<b>Business / Location Name:</b>	Business
<b>Location Type:</b>	Barn
<b>Start Date/Time:</b>	6/1/2015 7:00:00 PM
<b>End Date/Time:</b>	
<b>Incident Type:</b>	This report will be filed as a Vehicle prowl with vehicle damage

#### Incident Details [edit](#)

This is a mandatory form. Please write in your own word what happened, what you have or have not seen, and any details you can provide related to the incident.

#### Reporter Information [edit](#)

<b>First Name:</b>	John
<b>Middle:</b>	
<b>Last Name:</b>	Doe
<b>Age:</b>	50
<b>Address:</b>	123 Main St Tacoma
<b>Home Phone:</b>	
<b>Resident Type:</b>	Full - Time Resident
<b>Race:</b>	Black or African American
<b>Gender:</b>	Male
<b>Ethnicity:</b>	Not Hispanic or Latino
<b>Work Phone:</b>	
<b>Email Address:</b>	John.Doe@Mail.gov

#### Victim Information [edit](#)

<b>First Name:</b>	John
<b>Middle:</b>	
<b>Last Name:</b>	Doe
<b>Age:</b>	50
<b>Address:</b>	123 Main St Tacoma
<b>Home Phone:</b>	
<b>Alternate Phone:</b>	
<b>Resident Type:</b>	Full - Time Resident
<b>Race:</b>	Black or African American
<b>Gender:</b>	Male

To adjust any information please locate the appropriate segment and click the edit link. This will open the appropriate form. When the information is adjusted click the “Save” button on the form. This will reopen the Hub page from where you can return to the Summary Report.

On the bottom of the “Summary Report” is the “Truth and Accuracy” Statement.

## Truth and Accuracy

### Pursuant to RCW 48.30.230 – False Insurance Claims

It is unlawful for any person, knowing it to be such, to: (a) Present, or cause to be presented, a false or fraudulent claim, or any proof in support of such a claim, for the payment of a loss under a contract of insurance; or (b) Prepare, make, or subscribe any false or fraudulent account, certificate, affidavit, or proof of loss, or other document or writing, with intent that it be presented or used in support of such a claim. A violation is a gross misdemeanor. If the claim is in excess of one thousand five hundred dollars, the violation is a class C felony punishable according to chapter 9A.20 RCW.

Read and acknowledge this statement to proceed:

### Pursuant to RCW 9A.76.175 – Truth and Accuracy Statement

I declare this is a true and correct report. I will testify, in court, under oath, to the facts of this report. I understand that I could be charged with violation of RCW 9A.76.175, “Making a False or Misleading Statement to a Public Servant” or similar state or local law, if filing a false report.

I acknowledge

Indicate your desire for non-disclosure, as defined in the Public Records Act, RCW 42.56.240(2).

Yes  No

To submit the report:

1. Check the “I acknowledge” check box and the “Submit Report” Button will become available for use.
2. Click “Submit Report”.

On successful completion, you will be presented with a tracking number on screen as well as a follow-up email if you have provided an email address in the "Reporter

## REPORT NON-VIOLENT CRIMES IN TACOMA

TEST SITE

### Thank You!

The report has been successfully submitted. Your tracking number is **CSS1502305**. This is not the number you provide for insurance claims. The Tacoma Police Department will contact you within 5 business days.

Your session is now closed.

If desired you can click the "Save As PDF" button to receive an electronic copy of your report in PDF format.

You also can use the "Save for Later" button to continue your report at a later time. You will be provided with a link to complete report. The information will only be retained for 120 days.

## REPORT NON-VIOLENT CRIMES IN TACOMA

TEST SITE

Your report has been **saved, but not submitted** and can be completed within the next 120 days. If you provided an email address as the crime reporter, an email with the following hyperlink has been sent.

If not, please save the following URL to finish your report later:

[http://crimedev.cityoftacoma.org/default.aspx?  
sessionID=ekiius0jiwnrlslgmjyf2pnw](http://crimedev.cityoftacoma.org/default.aspx?sessionID=ekiius0jiwnrlslgmjyf2pnw)

**Your session is now closed.**