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

The Start Page

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 run

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 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.

6. Mark if the incident was attempted or completed.
7. Select the type of offense from the provided 4 options.

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

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Type of Incident</th>
<th>Brief Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theft</td>
<td>Theft of property (includes theft from yards, packages left on porches, money taken from tip jars or vouchers taken from casino patrons).</td>
<td>The wrongful taking of personal property, but does not include firearms or vehicles.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Theft of Services</td>
<td>Receipt of services with the failure of recipient to pay for those services.</td>
<td>Fail to pay cab fare, dine-and-dash, sneaking into a theater without purchasing a ticket.</td>
</tr>
<tr>
<td></td>
<td>Theft from exterior of Motor Vehicle</td>
<td>Not a license plate. Stealing wheels, tires, hood ornaments, or pieces of a vehicle.</td>
<td>Someone steals your rims off your car or takes the hood ornament. Someone siphons your gas from your gas tank.</td>
</tr>
<tr>
<td>Vehicle Prowl</td>
<td>Theft from interior of Motor Vehicle/Prowling.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Destruction of Property/Malicious Mischief.</td>
<td>Causing physical damage to another person’s property.</td>
<td>Window is smashed, egging, destroying mail boxes, tires slashed.</td>
</tr>
<tr>
<td></td>
<td>Graffiti Vandalism</td>
<td>Writing, painting, drawing or marking any property with paint, ink, markers, or other substance that marks property.</td>
<td>“Tagging”, spray paintings, drawings, or written words on signs, walls, businesses, buses, trains, homes, or other property throughout the City.</td>
</tr>
<tr>
<td>Lost</td>
<td>Lost Property</td>
<td>Missing or misplaced property; property with no readily identifiable owner.</td>
<td>Lost cell phone discovered in a park; earring discovered on the bus; $1000 found in a bag on the side of the road.</td>
</tr>
</tbody>
</table>
8. Lastly, select if YOU are the Victim and if there are Suspects or Witnesses, indicate by checking the boxes.

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.

**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.
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.
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.
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.

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”.
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.
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.

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

4. Select the manufacturer from the list. If the Manufacturer is not listed, one can be typed in.

5. Provide the quantity and replace cost of the item.

6. Click the “Save Item” button when form is complete. This will save your item to a list.

7. Click “Add Item” to add more items.

8. Continue this process until all items are added.

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

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.
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.

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

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.

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://crimedevelop.cityoftacoma.org/default.aspx?
sessionID=eklius0jlwnrlslgmjyf2pnw

Your session is now closed.