



# Kanawha County Sheriff's Office

Law Enforcement Division

## CITIZEN SELF-REPORT FORM INSTRUCTIONS

### **YOU MUST READ THIS DOCUMENT FIRST!**

***Please be advised that according to West Virginia State code §61-6-20 that falsely reporting an emergency incident is a misdemeanor, and, upon conviction thereof, the individual shall be fined not more than five hundred dollars or confined in the county jail not more than six months, or both fined and confined. False reporting of an emergency incident is defined as reports to a law-enforcement officer or agency the alleged occurrence of any offense or incident which did not in fact occur.***

**What is this form used for?** This form is intended to provide a convenient option for citizens to report certain crimes and/or incidents. This report form may be used for larcenies (less than \$1000.00 in value), destruction of property, or any offense that you are directed to do so by the Kanawha County 911 dispatcher. Crimes/incidents reported on this form must have occurred within Kanawha County, West Virginia.

**What is this form NOT used for?** This form is not to be used for violent crimes against a person (such as battery or stalking), a missing person, when there is evidence to be collected, when the serial number of stolen property is available, or reporting the theft of medication. For reporting Internet fraud, including suspicious e-mails without a known local source, visit the FBI Internet Crime Complaint Center at [www.ic3.gov](http://www.ic3.gov). If you are reporting an immediate emergency, you should always dial 9-1-1.

**Who may complete this form?** Only adults (18 years old and above) who are the owner of the property, a family member, or legal guardian may make a report.

**Will an officer contact me?** Not necessarily. An officer may contact you if the department needs to follow up with you about a suspect or information in your case. You may also specifically request on the report form that an officer contact you. In this case, the department endeavors to respond as timely as possible but cannot promise any specific response or response time.

**What do I need to begin the report?** You must know what type of incident you are reporting, the value of the damaged/stolen property, and when and where the incident occurred.

**How do I get started?** Fill out the form completely and accurately. Please print neatly and legibly. Write a statement providing us with as much information as you know about this case in the space provided. If you provided suspect information, you must describe why you believe the individual is involved. A suspect is an individual who is linked to the crime by eyewitness testimony or physical evidence. If lacking an eyewitness or physical evidence, please list your suspicions in the narrative section.

**When do I get an incident/offense case number?** You should be able to obtain an incident/offense case number for your report after one (1) business day and a full copy of the report within three (3) business days of returning this form to the Kanawha County Sheriff's Office.

**What do I do when I'm finished?** Return the completed and signed report by email or in person only to:

**Kanawha County Sheriff's Office  
301 Virginia Street East  
Charleston, WV 25301 or  
email: [selfreporting@kanawhasheriff.us](mailto:selfreporting@kanawhasheriff.us)**

What if I have questions? Please call during business hours Monday-Friday 8:00am – 4:00pm at (304) 357-0119.



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## INCIDENT INFORMATION

TYPE OF CRIME (CHECK ONE):

☐

THEFT (UNDER \$1000)

☐

HARASSING CALLS

☐

DESTRUCTION OF PROPERTY

☐

VANDALISM/GRAFFITI

CRIME OCCURRED BETWEEN THE FOLLOWING DATES AND TIMES:

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

EXACT LOCATION OF CRIME: \_\_\_\_\_

LOCATION/BUSINESS NAME: \_\_\_\_\_

## COMPLAINANT/VICTIM INFORMATION

NAME: \_\_\_\_\_

RESIDENCE STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LICENSE STATE AND NUMBER: \_\_\_\_\_

GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## OTHER PERSON INFORMATION (IF APPLICABLE)

SELECT ONE:

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SUSPECT

☐

WITNESS

☐

OTHER

NAME: \_\_\_\_\_

RESIDENCE STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LICENSE STATE AND NUMBER: \_\_\_\_\_

GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_



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## VEHICLE INFORMATION (IF APPLICABLE)

VEHICLE #1 BELONGS TO:

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COMPLAINANT/VICTIM

☐

SUSPECT

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

BODY STYLE: \_\_\_\_\_ LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

VIN: \_\_\_\_\_ DAMAGE AMOUNT: \$ \_\_\_\_\_

VEHICLE #2 BELONGS TO:

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COMPLAINANT/VICTIM

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SUSPECT

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

BODY STYLE: \_\_\_\_\_ LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

VIN: \_\_\_\_\_ DAMAGE AMOUNT: \$ \_\_\_\_\_

## PROPERTY INFORMATION

ITEM #1 WAS: ☐ STOLEN ☐ DAMAGED # of ITEMS: \_\_\_\_\_ VALUE: \$ \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

SERIAL #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

ITEM #2 WAS: ☐ STOLEN ☐ DAMAGED # of ITEMS: \_\_\_\_\_ VALUE: \$ \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

SERIAL #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

ITEM #3 WAS: ☐ STOLEN ☐ DAMAGED # of ITEMS: \_\_\_\_\_ VALUE: \$ \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

SERIAL #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

ITEM #4 WAS: ☐ STOLEN ☐ DAMAGED # of ITEMS: \_\_\_\_\_ VALUE: \$ \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

SERIAL #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

ITEM #5 WAS: ☐ STOLEN ☐ DAMAGED # of ITEMS: \_\_\_\_\_ VALUE: \$ \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

SERIAL #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_



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## NARRATIVE

PLEASE DESCRIBE THE CRIME OR EVENT THAT OCCURRED (WHO, WHAT, WHEN, WHERE, WHY, HOW):

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Please check here if additional pages are attached. Number of attached pages: \_\_\_\_

- ☐ I Do Not Require Officer Contact      ☐ I Request Officer Contact  
☐ Case Number for Insurance/Information Only

I have read each page of this statement. Any corrections have my initials. I certify (or declare) under penalty of perjury under the laws of the State of West Virginia that the foregoing statement is true, correct, and accurate.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### FOR DEPARTMENTAL USE ONLY

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approving Supervisor: \_\_\_\_\_

Case Report Number: \_\_\_\_\_ Case Status: \_\_\_\_\_