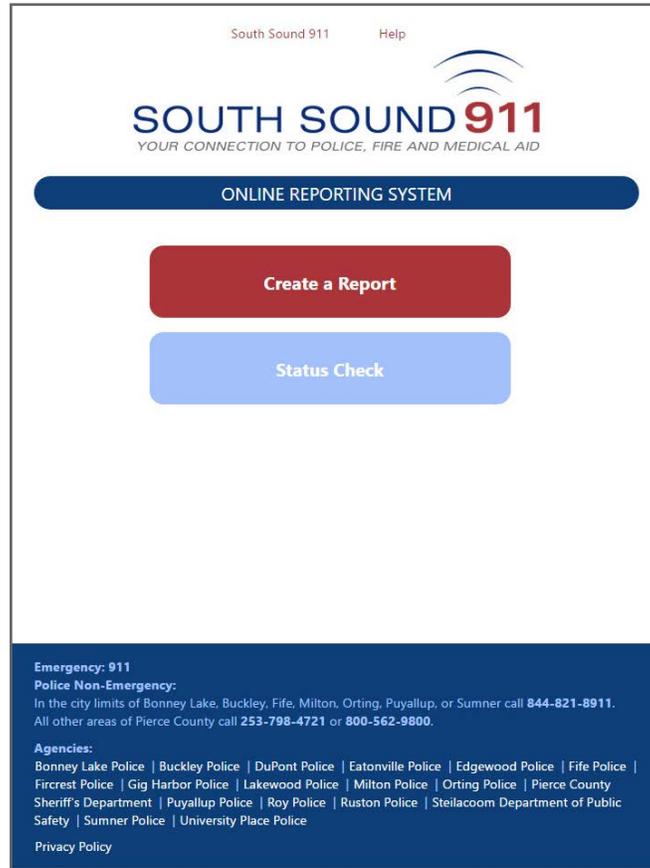


ONLINE REPORTING INSTRUCTIONS



If you have an emergency or are reporting a crime that is in-progress, call 911

Start Page

The Start Page is displayed only when a new report is being started; once you begin the report you will not see this again.

Create a Report - Click this button to begin a new report.

Status Check - Click this button if you previously submitted an online report and want to check its status. You will need your report's Tracking Number.

Create a Report

1. Click the "Create a Report" button.
2. Online reports may be submitted under certain conditions. Read through the conditions and if what you are reporting meets the acknowledgment box.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

The incident meets all conditions.

[Quit Reporting](#) [Begin Reporting](#)

3. Click the “Begin Reporting” button to continue. **NOTE: You will have 30 minutes to complete your report or to “Save Progress.”**
4. Type the address where the crime occurred and click the “Search for Address” button. If an address is found and is within the accepted jurisdictions, additional form fields will display. (If the address is not found, you will need to call the appropriate non-emergency number displayed on the screen.)

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Only incidents within certain police jurisdictions may be reported online.
 If no address match is found, please call the appropriate non-emergency number:
 In the city limits of Bonney Lake, Buckley, Fife, Milton, Orting, Puyallup, or Sumner call **844-821-8911**.
 All other areas of Pierce County call **253-798-4721** or **800-562-9800**.

Enter Address

123 Main Street

Search for Address

Incident Address Selected:
123 Main St, Spanaway, WA 98387, USA

Business or Location Name

Location Type

Start Date **End Date**

Start Time **End Time**

Was this crime attempted or completed?

Attempted
 Completed

Type of Incident (Once saved, this selection can't be changed.) [?](#)

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5. If applicable, type the business or location name.
6. Select the Location Type from the drop-down menu.
7. Select the date and time the crime occurred, or the **date and time range** the crime could have occurred (for instance, if the crime occurred while you were at work).
8. Select whether the crime was attempted or completed.
9. **Type of Incident:** Which crime was committed? Depending on which crime is selected, a pop-up window may appear, from which you may specify the offense. An automatic validation process will determine the official offense type based on your specification, and the reported incident may be re-classified and corrected on the report.
10. Check any of the true statements.
11. Click the "Save Changes" button to save your progress and continue.

Business or Location Name

Location Type

Start Date **End Date**

Start Time **End Time**

Was this crime attempted or completed?

Attempted

Completed

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:

I am the victim.

I have suspects to include.

I have a witness to include.

(bold fields are required)

You have just completed the Location Information required for your report.

The next screen is the Progress Page.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

From here, you will need to provide Reporter Information (about the person completing the report), Victim Information, Suspect Information (if known), Witness Information (if applicable), Vehicle Information (if applicable), Property Information (details about the property stolen, vandalized, etc.), and other Incident Details.

Sections of the report which need to be completed are indicated by a question mark (?). The sequence in which the report is completed does not matter.

Click the corresponding button to begin that section.

The screenshot shows the 'South Sound 911' logo at the top, with 'South Sound 911' and 'Help' links. Below the logo is the text 'SOUTH SOUND 911' and 'YOUR CONNECTION TO POLICE, FIRE AND MEDICAL AID'. A dark blue bar contains the text 'ONLINE REPORTING SYSTEM'. Below this are five buttons: 'Location Information', 'Reporter Information', 'Victim Information', 'Property Information', and 'Incident Details'. The 'Reporter Information', 'Victim Information', 'Property Information', and 'Incident Details' buttons have a white question mark on the right side. At the bottom right, there are two buttons: 'Save Progress' and 'Review and Submit'.

Save Progress

After you have completed the Reporter Information section, you will be able to “Save Progress” and complete your report at a later time; however, you will only have 120 days in which to complete the report.

You will be provided with a URL/link for you to return to the report, but the URL will be valid only once. Once you re-open the report, you must either complete and submit the report or click “Save Progress.” If you provide your email address in the Reporter Information section, the URL will be emailed to you; otherwise, please keep a copy of the URL you are provided on-screen.

If during the reporting process you determine that you need more than the allotted 30 minutes to complete it, it is recommended that you “Save Progress” to avoid the timeout of your report. If your report is timed out, you will need to start over.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Reporter Information

The "Reporter" is the person completing the report. If the reporter is also the victim, all of the information for the Victim Information section will be auto-filled.

Bolded fields are required; however, any additional information you can provide will be useful in the processing of your report.

When the form is complete, click "Save Changes" to continue your report and return to the Progress Page.

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First Name	Middle (or initial)	Last Name
<input type="text" value="Jane"/>	<input type="text" value="K"/>	<input type="text" value="Doe"/>
Age	Date of Birth	
<input type="text" value="40"/> OR <input type="text" value="8/16/1976"/>		
Street Address (Include Apartment or Suite)		
<input type="text" value="123 Main St."/>		
City	State	Zip Code
<input type="text" value="Spanaway"/>	<input type="text" value="WA"/>	<input type="text" value="98387"/>
Home Phone		
<input type="text" value="253-555-5555"/>		
Resident Type		
<input type="text" value="Full - Time Resident"/>		
Gender		
<input type="text" value="Female"/>		
Race		
<input type="text" value="Asian"/>		
Ethnicity		
<input type="text" value="Not Hispanic or Latino"/>		
<i>Enter a valid email address if you wish to receive automatic notifications about your report.</i>		
Email Address	Confirm Email Address	
<input type="text" value="jdoe@southsound911.org"/>	<input type="text" value="jdoe@southsound911.org"/>	

(bold fields are required)

After you have completed the Reporter Information section, you will be able to "Save Progress" and complete your report at a later time; however, you will only have 120 days in which to complete the report. You will be provided with a URL/link for you to return to the report, but the URL will be valid only once. Once you re-open the report, you MUST either complete and submit the report or click "Save Progress." if you provide your email address in the Reporter Information section, the URL will be emailed to you; otherwise, please keep a copy of the URL you are provided.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Suspect Information

Bolded fields are required; however, if you do not have specific answers (e.g., age or date of birth, height, etc.), please provide approximations. Any additional information you can provide will be useful in the processing of your report.

When the form is complete, click "Save Suspect." On the List of Suspects screen you will be able to "Add Suspect" information for additional suspects or click the "Return to Menu" to go to the Progress Page.

ONLINE REPORTING SYSTEM

Supply as much information as you can about the suspect:

First Name <input type="text"/>	Middle (or initial) <input type="text"/>	Last Name <input type="text"/>
Age <input type="text" value="25"/>	OR	Date of Birth <input type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>
Street Address (Include Apartment or Suite) <input type="text"/>		
City <input type="text"/>	State <input type="text" value="WA"/>	Zip Code <input type="text"/>
Home Phone <input type="text" value="000-000-0000"/>	Alternate Phone <input type="text" value="000-000-0000"/>	
Height <input type="text" value="5'10"/>	Weight <input type="text" value="170"/>	Hair Color <input type="text" value="Brown"/>

Resident Type

Gender

Race

Ethnicity

What makes you suspect this person?

Thin build. Wearing dark jeans, black sneakers and a gray hooded sweatshirt. Suspect seen wandering the street near my house when I left for work. I do not recognize him as one of my neighbors or their associates.

(bold fields are required)

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Witness Information

If you know someone who witnessed the crime, provide their contact and person information. Bolded fields are required; however, if you do not have specific answers (e.g., age or date of birth, etc.), please provide approximations.

When the form is complete, click "Save Changes" to continue your report and return to the Progress Page.

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First Name	Middle (or initial)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Age	Date of Birth	
<input type="text"/> OR	<input type="text"/> 	
Street Address (Include Apartment or Suite)		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	WA 	<input type="text"/>
Home Phone	Alternate Phone	
<input type="text"/>	<input type="text"/>	
Resident Type		
<input type="text"/>		
Gender		
<input type="text"/>		
Race		
<input type="text"/>		
Ethnicity		
<input type="text"/>		

(bold fields are required)

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Property Information

This form is used to collect information about the personal property which was stolen, damaged, or lost. You may add information for as many items as necessary. Bolded fields are required, but any additional information you can provide will be useful. Note: Some of the drop-down menus are long. You can begin typing the first few letters to find or narrow the selection.

Property Category: How would the item be classified or categorized? The category you choose will determine the form fields you will complete. (For example, "Jewelry/Precious Metals" will call up a different form; see the sample form on the next page.) If a specific Category cannot be found, please use the closest match.

Property Item: What is the item?

Item Description: Type any additional identifying information which may be applicable, such as the model, color(s), size, notable condition (scratches, marks, dents), etc. [Field not required.]

Quantity: How many are there? (If serialized or different models, please enter each item separately.)

Replacement Cost: What is the total cost for you to have the item replaced?

Item Manufacturer: What is the item's brand? If it is not listed, one can be typed in; if there is no brand leave blank.

Serial #: What is the item's unique serial number? If none or unknown, leave blank.

Owner Applied #: What is the identifying mark, number, initials or name you applied to the item — written, engraved, etc. — to identify it as yours? If none, leave blank.

Insurance fields: If available, please provide the name of the company insuring the item, and the policy number. If none or unknown, leave blank.

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List all items you wish to report as vandalized, damaged, destroyed, missing, or stolen. Enter information for one item at a time.

Property Category
Tools

Property Item
Tools - Wheelbarrow

Item Description
Red, single wheel, wooden handles wrapped with black electrical tape.

Quantity **Replacement Cost**
1 89.00

Item Manufacturer
Yard Machine

Serial # **Owner Applied #**
 Jane Doe

Insurance Company **Insurance Policy #**

(**bold** fields are required)

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Sample Jewelry/Precious Metals property form:

ONLINE REPORTING SYSTEM

List all items you wish to report as vandalized, damaged, destroyed, missing, or stolen. Enter information for one item at a time.

Property Category

Property Item

Item Description

Quantity **Replacement Cost**

Item Manufacturer

Number of Stones

Inscription or Markings

Stone Color

Metal Type

Metal Color

Serial # Owner Applied #

Insurance Company Insurance Policy #

(bold fields are required)

After items have been entered, the Property Item List is displayed. Items can be reviewed, edited or deleted from this page.

Use the blue arrow to collapse or expand an entry. Click "Return to Menu" to go to the Progress Page.

Property Item List - 2 Item(s)			
	Tools - Wheelbarrow	edit	delete
	Jewelry - Ring - Wedding (1 Ring)	edit	delete
Manufacturer:			
Description:	Art Deco style solidaire, fishtail prongs		
Insurance Company:	Not Supplied		
Policy Number:	Not Supplied		
Quantity:	1		
Replacement Cost:	\$1,400.00		
Jewelry Make:			
Metal Type:	Platinum Or 900-100		
Metal Color:	White/Silver		
Number of Stones:	1		
Stone Color:	Nearly Colorless		

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Incident Information

Please write, in your own words, what happened, what you saw, and any other details you can provide related to the incident. Completion of this form is required.

When complete, click "Save" to continue.

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

When I returned home from work, I noticed that the gate to my backyard was open. It is usually closed and latched.

When I went to close it, I checked around my house and noticed my wheelbarrow was gone, as well as my engagement ring, which I had accidentally left on the patio that morning after gardening.

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

Review and Submit

When you have completed the required sections, click the Review and Submit button on the Progress Page.

You will be provided with a Summary Report from which to review all completed sections. To edit a section, click the section's "edit" link.

At the bottom of the Summary Report is a Truth and Accuracy statement. In order to submit your report you must acknowledge the False Insurance Claims and Truth and Accuracy Statements. Check the "I acknowledge" box and indicate your desire for non-disclosure. While certain information may be exempt from disclosure, police and sheriff reports are public record.

I have read and acknowledge the above statements.

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

Yes

No

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Submit Your Report

Your online report is NOT the official police report; however, you may choose to print a copy or save a PDF copy for your records.

To obtain an **official copy** of your final police report, you must request one from South Sound 911 after your online report has been approved and assigned an Incident Number.

When you are finished with your online report, click the "Submit Report" button.

If your report is successfully submitted, you will be provided with a Tracking Number. This is not the number to file for insurance claims; it is a temporary number assigned to your online report until it is approved by the appropriate law enforcement agency. You will need the Tracking Number to check the status of your report.



Obtain a Copy of Your Official Report

Once your online report has been approved and assigned an Incident Number, you may request a copy of the report via South Sound 911's online Public Records Request portal: <http://www.southsound911.org/157/Public-Records-Requests>.

If you do not already have an account, you will need to create one to submit your request using the Public Records Portal. Using the portal offers the convenience of receiving records electronically at no cost.

If you would instead to prefer to mail your public records request, please send your request to:

South Sound 911
ATTN: Records Custodian
955 Tacoma Ave. S., Suite 202
Tacoma, WA 98402

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what occurred and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.