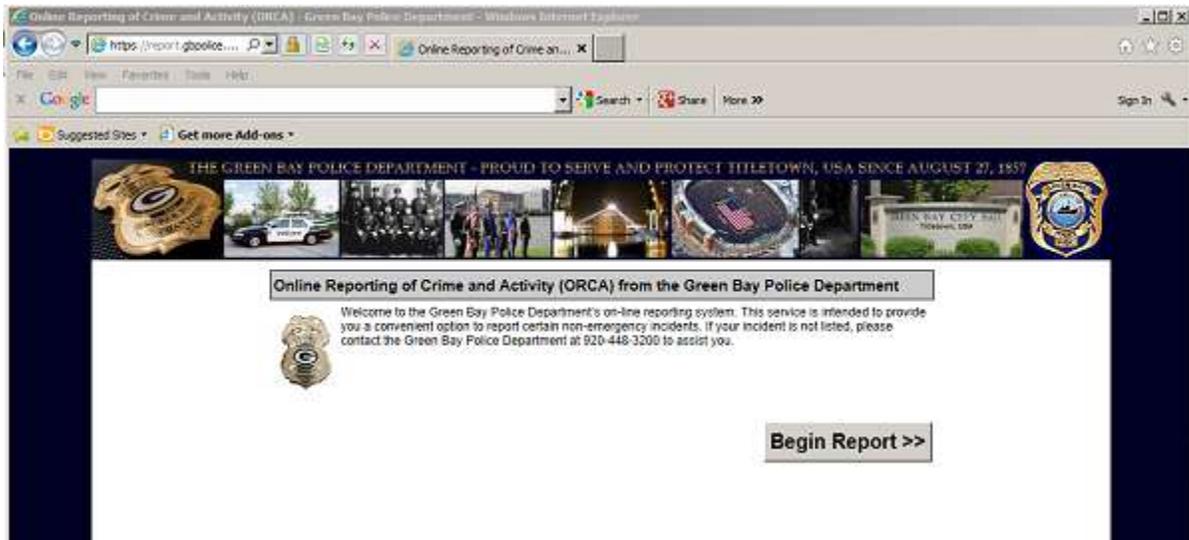


# Green Bay Police Incident Reporting

1. Navigate to <https://report.gbpolice.org>
2. Click the "Begin Report" button



3. Answer the following required questions as accurately as possible.

Online Reporting of Crime and Activity (ORCA) from the Green Bay Police Department

Welcome to the Green Bay Police Department's on-line reporting system. This service is intended to provide you a convenient option to report certain non-emergency incidents. If your incident is not listed, please contact the Green Bay Police Department at 920-448-3200 to assist you.

\*Is this an emergency?  
 Yes  No

\*Is this incident happening now?  
 Yes  No

\*Did the incident involve the use or threat of a weapon?  
 Yes  No

\*Where did the incident take place?

Business Name:

\*Address:

Apartment:

4. Click "Next" button

\*City:

\*State:

\*ZipCode:

\*Required

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5. Choose the category that best reflects the incident you are reporting.

Report Category - DRCA - Green Bay Police Department - Windows Internet Explorer

https://report.gbpolice... Report Category - DRCA - G...

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What would you like to report?

<input type="radio"/> Damage To Property	Damage to property
<input type="radio"/> Lost Property	Lost property
<input type="radio"/> Retail Theft	Retail Theft
<input type="radio"/> Theft From A Vehicle	Theft from a vehicle
<input type="radio"/> Theft From Private Property	Theft from property
<input type="radio"/> Credit Card Fraud	Credit card fraud

6. Click the "Next" button.

<input type="radio"/> Forged Check	Forged check
<input type="radio"/> Online Harassment	Online harassment
<input type="radio"/> Phone Harassment	Phone harassment

7. Fill out the incident description form as completely and detailed as possible.

**Describe what has happened...**

Please describe for us what has occurred. Enter the who, what, when, where, why and how in as much detail as possible. This will assist us in determining what course of action we can take with your report.

**Incident Info:**

Business Name:

\*Address:

Apartment:

\*City:

\*State:

\*ZipCode:

\*Incident Start Time:

\*Incident End Time:

\*Description:

8. Press the "Next" button

\*Suspect:

I did not see or know who committed this crime.

I did see or know who committed this crime.

\*Required

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9. If you know who or saw who committed this incident please complete the suspect form as completely as possible.

Suspected person information...

Enter as much information possible about the suspect. If the suspect is unknown, or you believe a suspicious person you saw may have been involved, give as much detail as you can. (Example: light blue short sleeved shirt instead of blue shirt, red sweatshirt with a hood instead of just a red sweatshirt, black long curly hair down to shoulders instead of black hair.)

**Suspect Info:**

\*Suspect Description:

**Optional Details:**

First Name:

Middle Name:

Last Name:

Address:

10. Click the "Add Suspect" button

Year:

Color:

License Plate #:

License State:

\*Required

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11. If there are multiple suspects, click the button “Add Another Suspect” and repeat steps 9 and 10 (suspect information that has already been entered will be listed below the buttons). Once you have added all suspects, click the button “Continue >>”.

The screenshot shows a web browser window with the URL <https://report.gbpolice...>. The page header for the Green Bay Police Department includes the text "THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT TITLETOWN, USA SINCE AUGUST 27, 1857" and several images of police equipment and personnel. The main content area is titled "Suspected person information..." and contains the following text: "Enter as much information possible about the suspect. If the suspect is unknown, or you believe a suspicious person you saw may have been involved, give as much detail as you can. (Example: light blue short sleeved shirt instead of blue shirt, red sweatshirt with a hood instead of just a red sweatshirt, black long curly hair down to shoulders instead of black hair.)". Below this text is a pink-bordered box with the message "The suspect has been added". At the bottom of this section are two buttons: "Add Another Suspect..." and "Continue >>". The "Continue >>" button is highlighted. Below these buttons is a section titled "Suspect 1" with a label "\*Suspect Description:" and a text area containing the text "This is a suspect description...".

12. Fill out all required information about yourself.

The screenshot shows a web browser window with the URL <https://report.gbpolice...>. The page header for the Green Bay Police Department is the same as in the previous screenshot. The main content area is titled "Tell us about yourself..." and contains a form with the following fields: "\*First Name:" with a text box containing "First"; "\*Middle Name:" with a text box containing "Middle" and a note "(Enter 'none' if you don't have a middle name)"; "\*Last Name:" with a text box containing "Last"; "\*Address:" with a text box containing "307 S Adams St"; "Apartment:" with an empty text box; "\*City:" with a text box containing "Green Bay"; and "\*State:" with a dropdown menu showing "WISCONSIN".

13. "Best Time For Contact" form fields are required so the Green Bay Police Department can contact you to verify details of your report. Once you have completed this form click the "Next >>" button.



\*Best Time For Contact:

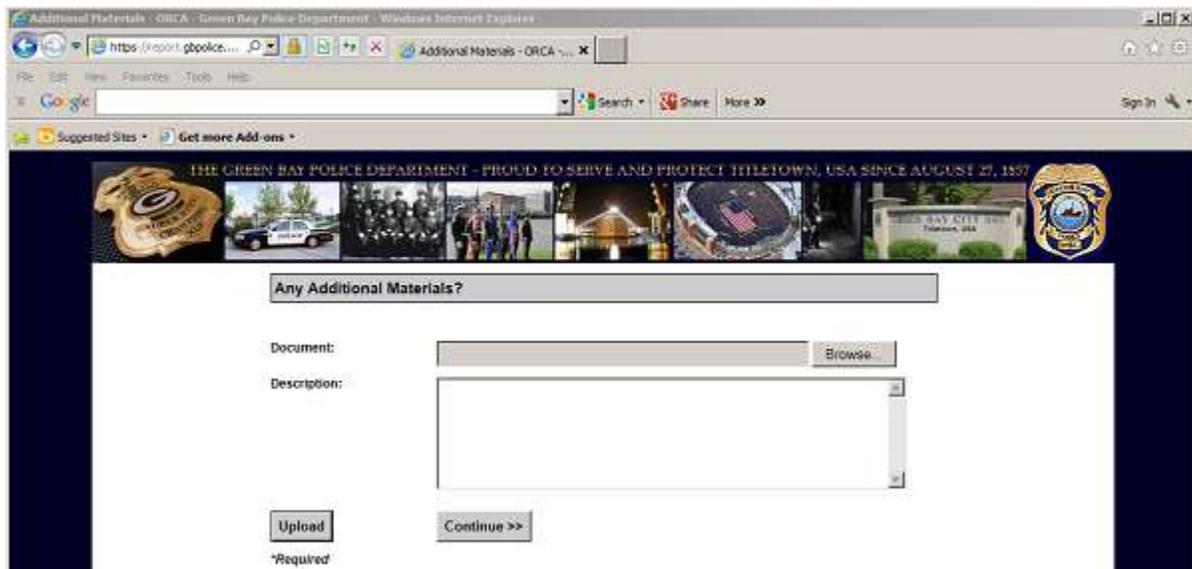
Race:

Gender:

\*Required

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14. If you have supporting documents or images, you can upload them now ("Description" is required if attaching a document or image).
- Click the "Browse" button and choose your file.
  - Enter a description of the file you are attaching.
  - Click the "Upload" button.



Additional Materials - ORCA - Green Bay Police Department - Windows Internet Explorer

https://report.gbpolice... Additional Materials - ORCA ...

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Any Additional Materials?

Document:

Description:

\*Required





