# **Green Bay Police Incident Reporting**

1. Navigate to <u>https://report.gbpolice.org</u>

### 2. Click the "Begin Report" button

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

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E Contraction de la contractio			s 27, 1157
		of Crime and Activity (ORCA) from the Green Bay Police Department	
	Velcome to the Green Ba convenient option to repo Police Department at 920	ay Police Department's on-line reporting system. This service is intended to provide you a ort certain non-emergency incidents. If your incident is not listed, please contact the Green Bay 0-448-3200 to assist you.	
	"Is this an emergence	y?	
	C Yes @ No		
	"Is this incident happ	pening now?	
	C Yes @ No		
	*Did the incident inv	olve the use or threat of a weapon?	
	C Yes @ No		
	"Where did the incid	ent take place?	
	Business Name:		
	*Address:		
	Apartment:		

#### 4. Click "Next" button

"City:	Green Bay			
"State:	WISCONSIN	-		
*ZipCode:				
Next >>				
*Required				
© 2013 Green Bay Police Department				

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

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		- West		
	What v	vould you like to report?		
	r.	Damage To Property	Damage to property	
	с	Lost Property	Lost property	
	C	Retail Thelt	Retail Theft	
	c	Thet From A Vehicle	Theft from a vehicle	
	C	Theft From Private Property	That from property	
	c	Credit Card Fraud	Credit card haud	

6. Click the "Next" button.



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

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THE GREEN BAY POLICE DEPAI	IIMENT - PROUD TO SERVE AND PROTECT TITLEFOWN, USA SINCE AUGUST 27, 185	-
CON NUMBER		975 I
Describe what has	and the second state of the se	
Please describe for us with This will assist us in deten	at has occurred. Enter the who, what, when, where, why and how in as much detail as possible, rening what course of action we can take with your report.	
Incident Info:		
Business Name:	Green Bay Police	
"Address:	307 S Adams St	
Apartment:		
*City:	Green Bay	
"State:	WISCONSIN	
*ZipCode:	64301	
"Incident Start Time:	Month Day Year AM	
"Incident End Time:	Month Day Year Hour AM	
"Description:	2	
8. Press the "Next" button		
"Suspect:	C I did nor see or know who committed this crime.	
	I did see or know who committed this crime.	
Next >>		
'Required		
	© 2013 Green Bay Police Department	

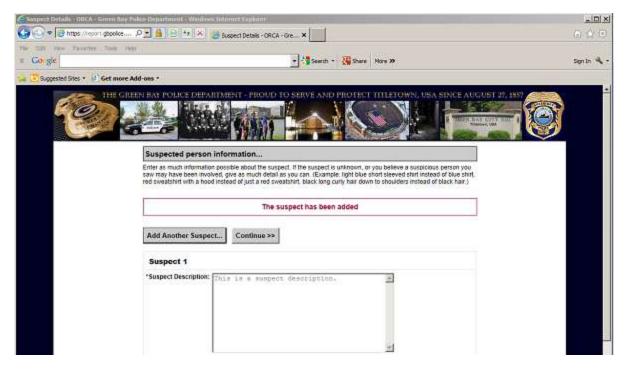
9. If you know who or saw who committed this incident please complete the suspect form as completely as possible.

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😪 🦲 Suggested Sites - 📄 Get r	more Add-ons =		
<b>E</b>	GREEN BAT POLICE DEPARTME		
	Suspected person inform	mation	
	saw may have been involved, piv	Ine about the suspect. If the suspect is unknown, or you believe a suspicious person you is as much total as you can. (Example light blue short sleaved shift instead of blue shaf, of of just a red sweetstert, black long curty heir down to shoulders instead of black hair.)	
	*Suspect Description:	2	
	Optional Details:		
	First Name:		
	Middle Name:		
	Last Name:		
	Address:		

#### 10. Click the "Add Suspect" button

Year: Color: License Plate #: License State: MISCONSIN	
© 2013 Green Bay Police Department	-

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 >>".



12. Fill out all required information about yourself.

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🙀 💽 Suggested Sites 🔹 📦 Get more Add	085 *			
	First Name: *First Name: *Middle Name: *Address: Apartment: *City: *State:	Sin -	ENVE AND PROTECT TITLETOWN, USA SINCE AUGUST 27	

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:	Select Time Of Day 🔄 Select Day Of Week 💌	
Race:	Select Race	
Gender:	Select Gender	
Next >>		
*Reguired		
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14. Fill in the details of the affected vehicle.

Vehicle Details 080	CA - Green Bay Police Department -	Windows Internet Explorer		
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	orites Tools Help			
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🐝 🔝 Welcome to Team	Poundatt			
40	HE GREEN BAY POLICE DEPA	RIMENT PROUD TO SE	RIVE AND PROTECT HILETOWN, USA SINCE AUG	
	Vehicle details			
	*Make:		(ex. Ford)	
	*Model:		(ex. Escort)	
•	"Year:	(ex. 1999)		
	*Color:	1		
15. Click	"Next"			
	*License Plate #:			
	*License State:	WISCONSIN		
	"Vehicle locked?	C Yes @ No		
	'Windows closed?	C Yes @ No		
	Next >>			
	"Required			
	89873989877			
		© 2013 Green P	Int Balles Descriments	-

16. Select and describe any property that was involved in the incident. If your vehicle was damaged, please claim it as damaged property.

A DESCRIPTION OF A DESC	ern Roy Pales Department - Weatwo		_101×
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File Edit Seas Favorites To	xxx Help		
× Co gle		- 🖓 Search - 🎇 Share More X	e Septim 🔌 -
👍 💽 Suggested Sites 🔹 🗿 Ge	t more Add-ons *		
	What was damaged Ther as much information chance we have to retain the name in the name we have seriel number on the origo	as you can about the damapediatelen terms. The more descriptive ne nom to you should be recovered. Be as descriptive as possis if you do not have a serial number for an tom that has one, so al packaging box. If you have retained it, Lus any identifying marks ornamentation, saf applied identifying numbers tabase, only one type terms can be entered our page. You will have	e you ist an item, the befor mer manufactures prior tha a that may be on the items
	"Property Type:	HOUSEHOLD GOODS	
	Brand:	Brand	
	Modet:	Model	
	Color:	Blue	
			_

#### 17. Click the "Save Property" button.

*Estimates	d Value: 5 100000		
*Descripti			
		<b>9</b>	
Save Pr	оренту		
"Required	(		
8	© 2013 Green Bay Police Department		-1

18. If more than one piece of property is involved in the incident, click the "Add More Property" button and repeat steps 14 and 15. Once all property has been entered, click the "Continue>>" button.

Property Details - DREA	Given Bay Fisher Department - Wandows Internet Explorer	_ [C] ×
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🦛 💽 Suggested Sites + 🗿	Get more Add-ons *	
2	CREEN RAY POLICE DEPARTMENT - PROOF TO SERVE AND PROTECT TITLETOWN, UKA SINCE AUGUST 27.1      What was a since a factor of the serve and	
	The property has been added	
	Add More Property Continue >> Property 2	
	*Property Loss Type: Stolan # *Brand: Brand	

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

Additional Platentals - Citi	A - Green Bay Police Department - Westnes Sittemet Explore-		_I0 ×
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🙀 💽 Suggested Sites 🔹 🗿	Get more Add ons *		
The second secon	Any Additional Materials?  Document:  Description:	Browse	
		-	
	Upload Continue >>		

20. Once you have attached all of the documents for this incident, click the "Continue >>" button.

	Bay Police Department - Windows Internet Explorer	
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👝 😇 Suggested Step 👻 🖨 Get more s	Add-ons -	
	Any Additional Materials?	

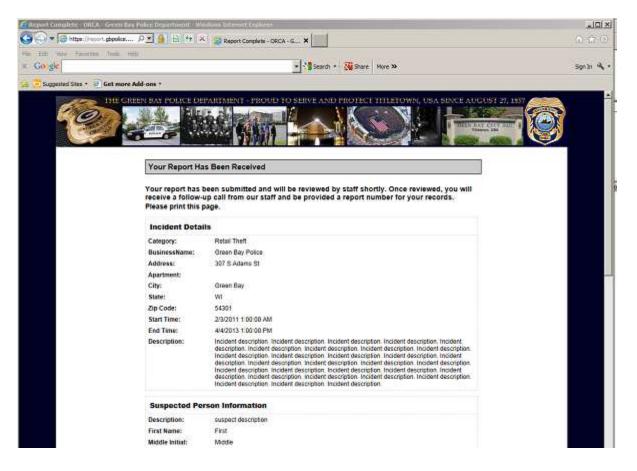
21. Review the details of your incident for accuracy and detail.

Confirm Report OIDA - Green Gay Police Department -	Wadues Internet Explands		
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accuracy, if you	eport the following information that is need to edit any of the inform	to to serve and protect influerown, us a since and us to a serve and use of the second serve and usecond serve and	
and follow the i	nstructions. When all informat	on has been reviewed, click the "submit report" button to submit your report.	
Incident	Details	Edit	
Category:	Ratal Theft		
BusinessNam	He: Green Bay Police		
Address:	307 S Adams St		
Apartment:			
City:	Green Bay		
State:	WI		
Zip Code:	54301		
Start Time:	7/24/2012 1 00:00	44	
End Time:	6/24/2013 1:00:00	444	
Description:	description. Incider Incident description description; Incider Incident description description. Incident Incident description	Incident description. Incident description. Incident description. Incident I description. Incident description.	
Reporting	Person Information	Edit	
First Name:	First		
Middle Initiat			
Last Name:	Last		
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Model: Color: Serial #:	Model Eliua 451142	
QTY:	10	
Market Value: Description:	\$100000.00 This is a property description	
Attachments		Ad
File:	bicycle_route_sign_black_white_line_art-1959pc.png	

22. Once you are satisfied that the incident details are accurate, click the "Submit Report" button.

23. The incident report has been submitted and the report id is displayed. Print this page for your records.



## 24. Example printed confirmation

our Report Ha	s Been Received	
	been submitted and will be reviewed by staff shortly. Once re up call from our staff and be provided a report number for yo page.	
Incident Deta	ils	
Category:	Retail Theft	
BusinessName:	Green Bay Police	
Address:	307 S Adams St	
Apartment:		
City:	Green Bay	
State:	WI	
Zip Code:	54301	
Start Time:	2/3/2011 1:00:00 AM	
End Time:	4/4/2013 1:00:00 PM	
Description:	Incident description. Incident description. Incident description. Incident de description. Incident description. Incident description. Incident description Incident description. Incident description. Incident description. Incident de description. Incident description. Incident description. Incident description. Incident description. Incident description. Incident description.	Incident description. scription. Incident Incident description. scription, Incident
Suspected Pe	rson Information	
Description:	suspect description	
First Name:	First	
Middle Initial:	Middle	
ast Name:	Last	
Address:	444 Street St	
Apartment		
City:	Green Bay	
State:	WI	
Zip Code:	54303	
Weight:	555	
Height:	5'.5"	
Hair Color:		
Eye Color:		
Race:	BLACK	
Gender:	M	
Vehicle Make:	Make	
Vehicle Model:	Model	
Vehicle Year:	1999	