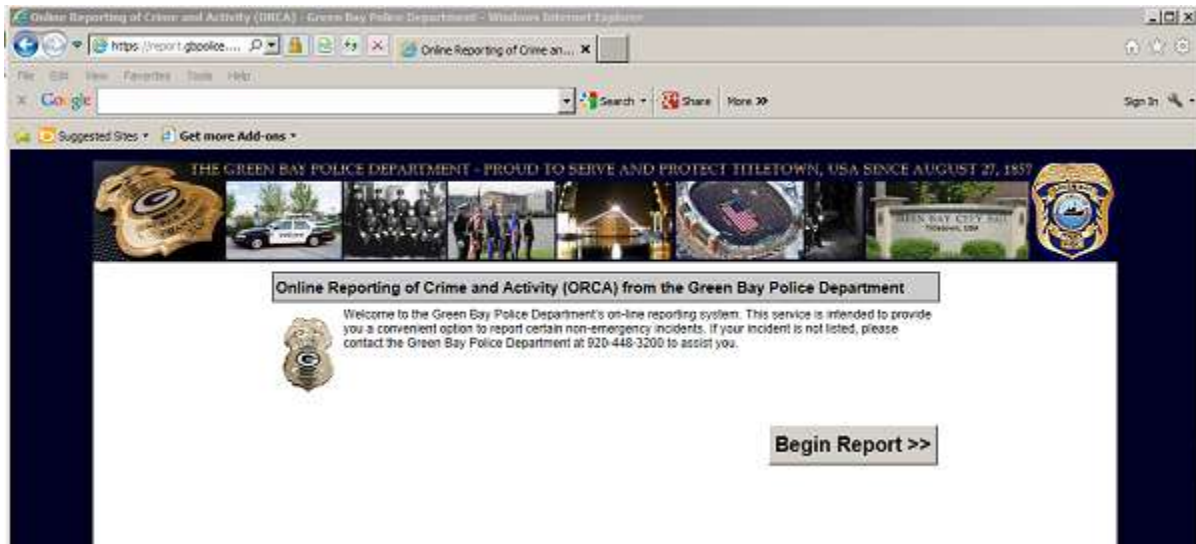


Green Bay Police Incident Reporting

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...

THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT TITLETOWN, USA SINCE AUGUST 27, 1857

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.

THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT TITLETOWN, USA SINCE AUGUST 27, 1857

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 displaying the 'Suspected person information...' form. The browser's address bar shows 'https://report.gbpolice...'. The page header includes the Green Bay Police Department logo and the text 'THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT TITLETOWN, USA SINCE AUGUST 27, 1857'. The form contains a text area for entering suspect information, a confirmation message 'The suspect has been added', and two buttons: 'Add Another Suspect...' and 'Continue >>'. Below these buttons, there is a section for 'Suspect 1' with a text area containing the placeholder text 'This is a suspect description...'.

12. Fill out all required information about yourself.

The screenshot shows a web browser window displaying the 'Tell us about yourself...' form. The browser's address bar shows 'https://report.gbpolice...'. The page header includes the Green Bay Police Department logo and the text 'THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT TITLETOWN, USA SINCE AUGUST 27, 1857'. The form contains several input fields for personal information: 'First Name' (First), 'Middle Name' (Middle), 'Last Name' (Last), 'Address' (307 S Adams St), 'Apartment' (empty), 'City' (Green Bay), and 'State' (WISCONSIN). A note next to the Middle Name field says '(Enter "none" if you don't have a middle name)'.

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 >>

*Required

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14. Select and describe the property that was involved in the incident.

Property Details - ORCA - Green Bay Police Department - Windows Internet Explorer

https://report.gbpolice... | Property Details - ORCA - Gr...

THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT TELETOWN, USA SINCE AUGUST 27, 1887

What was damaged or lost?

Enter as much information as you can about the damaged/stolen items. The more descriptive you list an item, the better chance we have to return the item to you should it be recovered. Be as descriptive as possible in further describing your items in the narrative section. If you do not have a serial number for an item that has one, some manufacturers print the serial number on the original packaging box if you have retained it. List any identifying marks that may be on the items such as previous damage, ornamentation, self applied identifying numbers. For proper entry into our database, only one type item can be entered per page. You will have the ability to add additional items by utilizing the "add more property" button.

*Property Loss Type: Stolen

*Property Type: HOUSEHOLD GOODS

Brand: Brand

Model: Model

Color: Blue

15. Click the "Save Property" button.

*Estimated Value: \$ 100000

*Description: This is a property description.

Save Property

*Required

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16. 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.

The screenshot shows a web browser window displaying the ORCA Property Details form. The page header includes the Green Bay Police Department logo and the text "THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT TITLETOWN, USA SINCE AUGUST 27, 1857". The main content area is titled "What was damaged or lost?" and contains instructions for reporting damaged or stolen items. Below the instructions, a red message box states "The property has been added". There are two buttons: "Add More Property..." and "Continue >>". The "Property 2" section is visible, with a "Property Loss Type" dropdown menu set to "Stolen" and a "Brand" text input field.

17. 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.

The screenshot shows a web browser window displaying the ORCA Additional Materials form. The page header is the same as the previous screenshot. The main content area is titled "Any Additional Materials?". There are two input fields: "Document" with a "Browse..." button next to it, and "Description" with a large text area. Below these fields are two buttons: "Upload" and "Continue >>". A note below the "Upload" button states "*Required".

