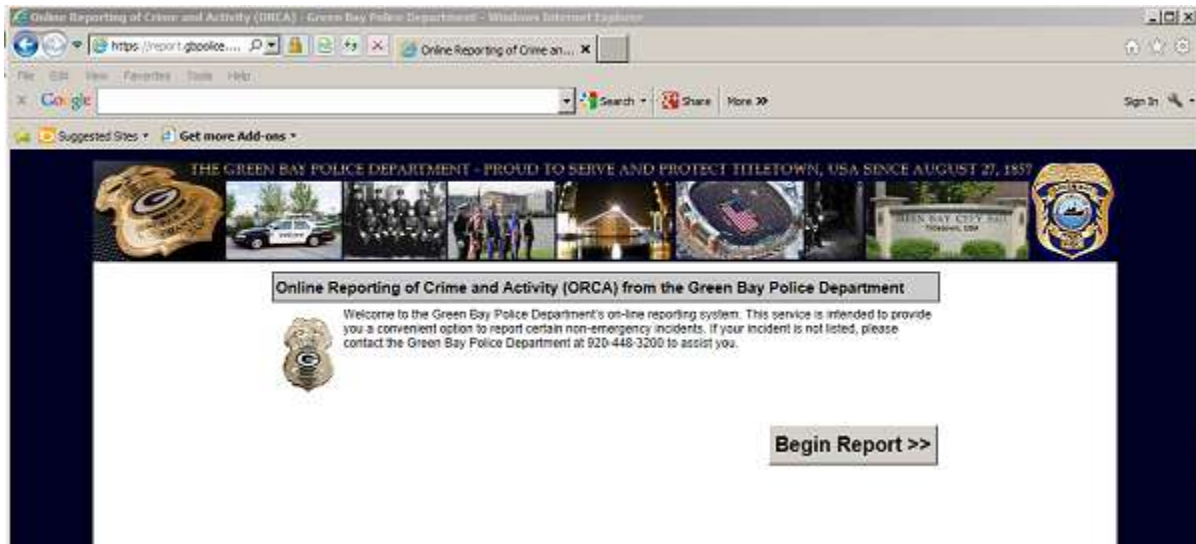


# Green Bay Police Incident Reporting

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?

- Damage To Property      Damage to property
- Lost Property      Lost property
- Retail Theft      Retail Theft
- Theft From A Vehicle      Theft from a vehicle
- Theft From Private Property      Theft from property
- Credit Card Fraud      Credit card fraud

6. Click the "Next" button.

- Forged Check      Forged check
- Online Harassment      Online harassment
- 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 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:

Race:

Gender:

\*Required

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14. Fill in the details of the affected vehicle.



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

https://report.gb... Vehicle Details - ORCA - Gre...

File Edit View Favorites Tools Help

Google Search Share More Sign In

Welcome to Team Founde...

THE GREEN BAY POLICE DEPARTMENT - PROUD TO SERVE AND PROTECT THILETOWN, USA SINCE AUGUST 27, 1897

Vehicle details...

\*Make:  (ex. Ford)

\*Model:  (ex. Escort)

\*Year:  (ex. 1999)

\*Color:

15. Click "Next"



\*License Plate #:

\*License State:

\*Vehicle locked?  Yes  No

\*Windows closed?  Yes  No

\*Required

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

17. Click the "Save Property" button.

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.

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 property loss. 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.

19. 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".





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

**Affected Property Information** Edit | Add

Property Type:	HOUSEHOLD GOODS
Damage:	Stolen
Brand:	Brand
Model:	Model
Color:	Blue
Serial #:	451142
QTY:	10
Market Value:	\$100000.00
Description:	This is a property description

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**Attachments** Add

File:	bicycle_toura_sign_black_white_line_art-1988pc.png
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\*When you click submit, you are reporting the information above to a police officer. Knowingly giving false information to a police officer is a crime under § 946.41(1)(b) Stats.

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

**Report Complete - DRCA - Green Bay Police Department**

**Your Report Has Been Received**

Your report has been submitted and will be reviewed by staff shortly. Once reviewed, you will receive a follow-up call from our staff and be provided a report number for your records. Please print this page.

**Incident Details**

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.

**Suspected Person Information**

Description: suspect description  
 First Name: First  
 Middle Initial: Middle

24. Example printed confirmation

Your Report Has Been Received

Your report has been submitted and will be reviewed by staff shortly. Once reviewed, you will receive a follow-up call from our staff and be provided a report number for your records. Please print this page.

Table with Incident Details: Category (Retail Theft), BusinessName (Green Bay Police), Address (307 S Adams St), 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), and Description.

Table with Suspected Person Information: Description (suspect description), First Name (First), Middle Initial (Middle), Last Name (Last), Address (444 Street St), 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).