

# ROLLING MEADOWS POLICE DEPARTMENT

## MAIL-IN INCIDENT FORM

Report Number

**Check type of incident**     Theft from Auto     Lost Property     Damage to Auto     Bike Theft     Theft of Gas  
 Matter of Record     Phone Harassment     Accidental Damage     Lost License Plates     Supplemental Report

**Complainant** \_\_\_\_\_  
Last name, First name Middle Initial sex date of birth  
 ( ) -  
**Home Address** \_\_\_\_\_  
Street address Apt. City, State, ZIP Home Phone Work Phone  
 ( ) -

**Incident Location** \_\_\_\_\_  
Street address Apt./Suite Number  
**Address Name** \_\_\_\_\_

**Date of this report** \_\_\_\_\_ **Date/Time Range** **From** \_\_\_\_\_  
(Today's date month/day/year) (time) (date)  
**Date of Incident** \_\_\_\_\_ **Time of Incident** \_\_\_\_\_ **or** \_\_\_\_\_ **To** \_\_\_\_\_  
(month/day/year) AM/PM (time) (date)

**Victim** \_\_\_\_\_  
Last name, (or Business Name) First name Middle Initial sex date of birth  
 ( ) -  
**Address** \_\_\_\_\_  
Street Address City, State Home Phone Work Phone  
 ( ) -

**Vehicle** \_\_\_\_\_  
Year Make Model Body Style Color(s)  
**Description** \_\_\_\_\_  
License Number State Vehicle Id. Number Vehicle Usage (ex. Object of attack, Suspect Vehicle, Used in Offense, etc.)

**Property** (If more room is needed, attach a page with additional information).

Qty.	Item Type	Brand/Model	Serial Number	Misc. Description	Value

Report Number

**(OVER)**



**ROLLING MEADOWS POLICE DEPARTMENT**  
**MAIL-IN INCIDENT FORM**  
**Instruction Sheet**

**NOTE: All information must be completed legibly and completely or the report will not be recorded with the Rolling Meadows Police Department.**

1. Type of incident definitions:
  - a. Theft from auto– property taken from the outside of a vehicle by another with no suspect information.
  - b. Lost Property – property missing, but have no evidence that it was taken by another.
  - c. Damage to Auto – self explanatory
  - d. Bike Theft – Bicycle taken, outside a building, with no suspect information.
  - e. Theft of Gas – Gasoline theft in a drive-off at a gas station.
  - f. Matter of Record – Information to be supplied for a report with no follow-up but required by your insurance company, or a report with no follow-up on a non-criminal matter.
  - g. Telephone harassment – telephone calls received where repetitive calls are made or annoying calls are made. *Note-caller may be known, and complainant desires no follow-up.*
  - h. Accidental Damage – Damage reported that was unintentional.
  - i. Lost License Plates – License plates missing from vehicle, unknown if stolen or not.
  - j. Supplemental Report – Additional information supplied to RMPD on a previous RMPD report.
  
2. Complainant:
  - a. Name of the individual making this report
  - b. Must be 18 years of age or older
  
3. Incident Location:
  - a. A place within the City of Rolling Meadows where any of the above types of incidents occurred.
  - b. Address Name: the name of a business or apartment, condo, or townhouse complex.
  
4. Date of this report – Exact date and time incident occurred. If not known, then supply the best range of time when it is known that the incident occurred.
  
5. Victim:
  - a. Name of the person who suffered a loss in this report, or was the target of the complaint.
  - b. If more than one victim applies, only name the primary victim.
  
6. Vehicle Description examples:
 

a.	1998	Ford	Mustang	2-door hatch	Black/Gray
b.	2002	Chevrolet	Blazer	4-door SUV	Red
  
7. Property: As much information as possible must be entered in order for property to be returned to the rightful owner, should any property be recovered.
  
8. Means of damage – Explain what type of damage was done, if applicable.
  
9. Target of damage – Explain where and what was the target of damage, if applicable.
  
10. Narrative section – Clearly and briefly state the events that occurred in this incident. Only state facts, not speculation.
  
11. Preparer’s signature – Sign the report when complete. An unsigned report will not be accepted or recorded. Anyone who knowingly submits a report containing false information is subject to arrest and prosecution.