# **HOW TO REPORT A CRIME**

## **Use our Online Reporting System**

The system allows you to submit a report immediately and print a copy for free.

#### Please confirm the following to find out if online filing is right for you:

- This is **NOT** an Emergency
- This incident occurred WITHIN the Kent City limits
- There are NO known suspects
- This did NOT occur on I-5 or Highway 167

#### If the above statements are all TRUE, you can now file your online report.

- 1. Go to www.KPDonlineReport.com
- 2. Select 'Crime Type', then click 'Start Report' to begin.

### HOW TO SUBMIT A SUPPLEMENTAL CASE REPORT

- 1. Go to www.KPDonlineReport.com
- 2. Select 'File Online Police Report'
- 3. Select the 'Crime Type' and press 'Start Report' at bottom of page.
- 4. Select the 'Report Type' and then enter the Officer name and case number below.
- 5. Complete the report with the added information.

CASE#	OFFICER



To view crime maps in your neighborhood: **KentCrimeReports.com**