MONROE POLICE DEPARTMENT
DAMAGE TO PROPERTY FORM INSTRUCTIONS

The “Damage To Property” form is intended for citizens to file an official police report by completing the attached form for returning to MPD by email or printing a copy to return by standard mail.

Please note that certain criteria must be met in order to file this form:

1) The property damage must have occurred within the jurisdiction of the Monroe Police Department in Monroe, Louisiana.
2) The person completing the form must be the owner of the damaged property.
3) No suspects are known, or to be sought after, at time of this report, nor does any potential evidence exist to establish future identification of any suspects.
4) The total collective amount of property damage is less than $500.^{00}. The number of items is limited to ten items at this time.

Information Needed For Report

Most fields are self-explanatory and can be type or written in. Any dates entered should use the “mm/dd/yyyy” style, and include the four-digit year.

It is very important to use the 911-compliant address of the incident occurring at a specific location, and if at a business, to include that name in the appropriate field.

Victim information is required to enter information into the MPD records database.

Please use your first name as it appears on your birth certificate; any nicknames or aliases can be entered as such in the appropriate field.

Phone numbers should include the area code.

Specifying the dates and time of the incident create a time span in which MPD can query similar incidents of a related nature. Most incidents will have the date and time (“from”) to specify when the property was last observed intact, and a second date and time (“to”) to indicate the discovery of damage.

Listing the items damaged should include the quantity of each item damaged, a good description of the item, and the individual value of that item. The form will automatically calculate the quantity and per-item value, and display the running total at the bottom of the form.

Descriptions of items should include any serial numbers, make or model information, color, sizes, or other characteristics.

Provide a general statement of how the property was damaged, such as finding an item broken on the patio, or a vehicle being scratched while parked in the driveway. This will be included in the report verbatim.

Form Version 1.0a

MONROE POLICE DEPARTMENT

DAMAGE TO PROPERTY FORM

Report Of Damage To Property	
Today's Date	
Damage To Property Occurred At	
Business Name (If Any)	

Victim Information (Owner Of Property Damaged)					
Last Name		First Name		Middle Initial	
Address				DOB	
Home Phone		Work Phone		Race / Sex	
Height		Weight		DL #	
Hair Color		Eye Color		SSN	
Alias		Employer			

Incident Information			
Date Incident Occurred From		Time Incident Occurred From	
To		To	

Damaged Property			
Item #	Quantity	Description (Make / Model / Color / Size / Serial # / etc)	Value Per Item
1			$
2			$
3			$
4			$
5			$
6			$
7			$
8			$
9			$
10			$
		Total Of Property Value Damaged :	$ $0.00

Signature Of Person Completing This Report

Date

This report is provided as an official written statement to record an incident occurring at the above listed address, located within the jurisdiction of the Monroe Police Department in Monroe, Louisiana, on the date and time as noted, and the signature of the above person is the legal owner of the property listed as damaged in the incident.

MONROE POLICE DEPARTMENT

DAMAGE TO PROPERTY FORM

Victim Statement

Signature Of Person Completing This Report _____ Date _____

This report is provided as an official written statement to record an incident occurring at the above listed address, located within the jurisdiction of the Monroe Police Department in Monroe, Louisiana, on the date and time as noted, and the signature of the above person is the legal owner of the property listed as damaged in the incident.