



City of Renton, WA
Police Department

*Citizen
Online
Reporting
Instructions*

Welcome to the City of Renton's online Police Department reporting system. By answering the online questions you will be able to file an incident report and print an unofficial copy of your submitted report at your convenience and without waiting.

Once your report has been approved, a case number will be assigned and an official copy of the report will be forwarded to you by email.

Our goal in providing online reporting is to better serve you.



If this is an Emergency please call 911.

1) Please make sure you read the instructions on the first page to make sure you are eligible to file an online report.

Renton's online reporting allows you to submit a report immediately and print a copy of the report free.

Incident types available for online reporting:

- Lost Property
- Theft from Vehicle
- Theft
- Vandalism
- Harassing Phone Calls

If you answer yes/true to the following questions, online reporting is available to you:

- ✓ This is not an Emergency?
- ✓ This incident occurred within the Renton City limits?
- ✓ There are No Known suspects or evidence that could lead to the identification of a suspect?
- ✓ This did not occur on a State Freeway?
- ✓ You have an email address?

If you answered no/false to any of the questions, please look at our [Frequently Asked Questions](#) section.

[Downloadable Instructions](#)

2) Click Start Report when ready.

[Start Report](#)

Upon completion of this process you will:

- See the words: "Your report/supplemental has been submitted" showing that your report has been submitted for approval.
- Be able to print a copy of your submitted report to keep for your records.

Please Note:

- All cases filed online will be reviewed.
- Once the report has been approved, a Renton case number and a copy of the report will be emailed to you.
- Upon review, if further investigation of your case is needed, you may be contacted.
- **Filing a false police report is a crime.**
- Reports that are rejected don't meet online reporting requirements.

Renton Police Department - 1055 S. Grady Way, Renton, WA 98055 - 425.430.7500



Powered by [ePoliceDepartment](#)

Select Incident Type

- Choose an incident type based on either the definition or examples given.
- Click Start Report.

At any point you can go back to previous pages and at the end of the report you will be able to review and edit the information you've entered.

Police

department

state and nationally accredited



Select Incident Type

There are several different incident types that can be entered using the internet. Please select one from the list below and continue. If the incident you are reporting has a known suspect, please call 9-1-1.

***** The incident must have occurred within Renton City Limits. *****

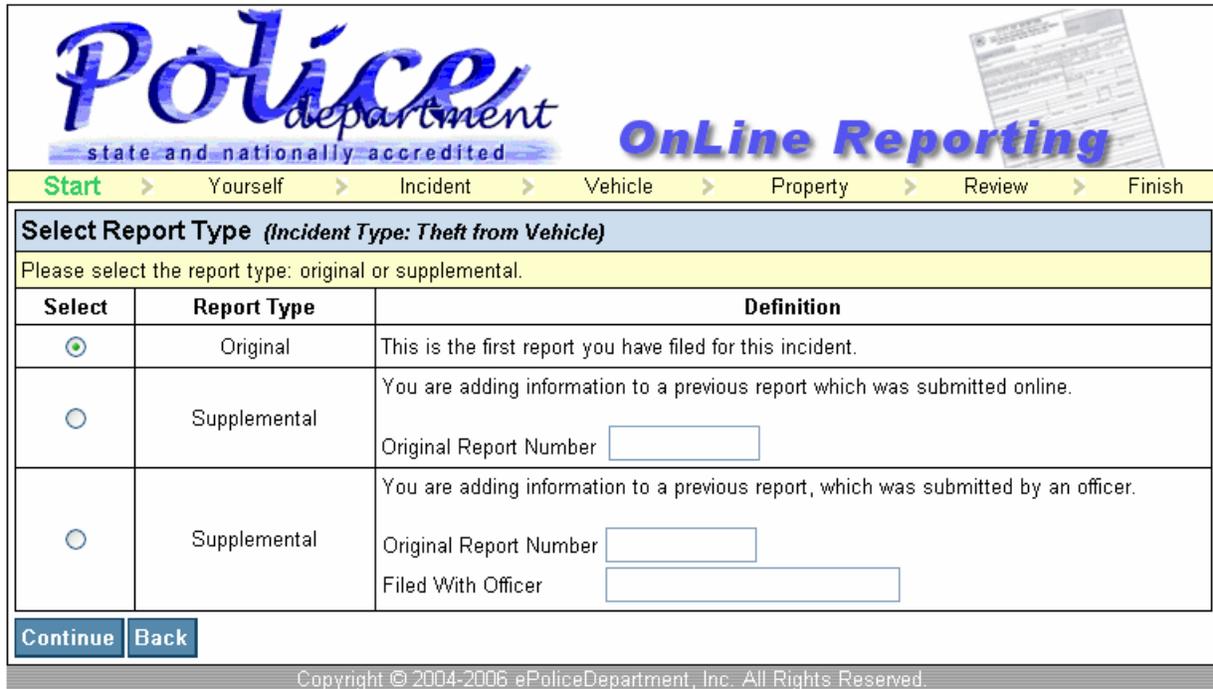
Select	Incident Type	Definition	Examples
<input type="radio"/>	Harassing Phone Call	Unwanted phone calls of an annoying, harassing or threatening nature.	Immediate hang-ups, obscene language, etc. with no known suspects.
<input type="radio"/>	Lost Property	When property is lost or misplaced.	Property that has been lost or misplaced and your insurance company (or other third party) is requesting a Police report.
<input type="radio"/>	Theft from Vehicle	Property is stolen from a motor vehicle.	Stolen equipment or belongings from a vehicle.
<input type="radio"/>	Theft;	Your property is taken without your permission. Do not use if entry into your home/business was forced (breaking a window, door...), call 911.	Property known to be stolen may be reported. Lost property is not a theft.
<input type="radio"/>	Vandalism	Damage to property (including vehicles). Nothing is stolen.	Graffiti, knocking over mail box, throwing rock through windows, damage to your vehicle etc.

Start Report

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Select Report Type

- Choose a report type.
- If this is a supplement to a previously reported incident, include the original report number.
- Click Continue.

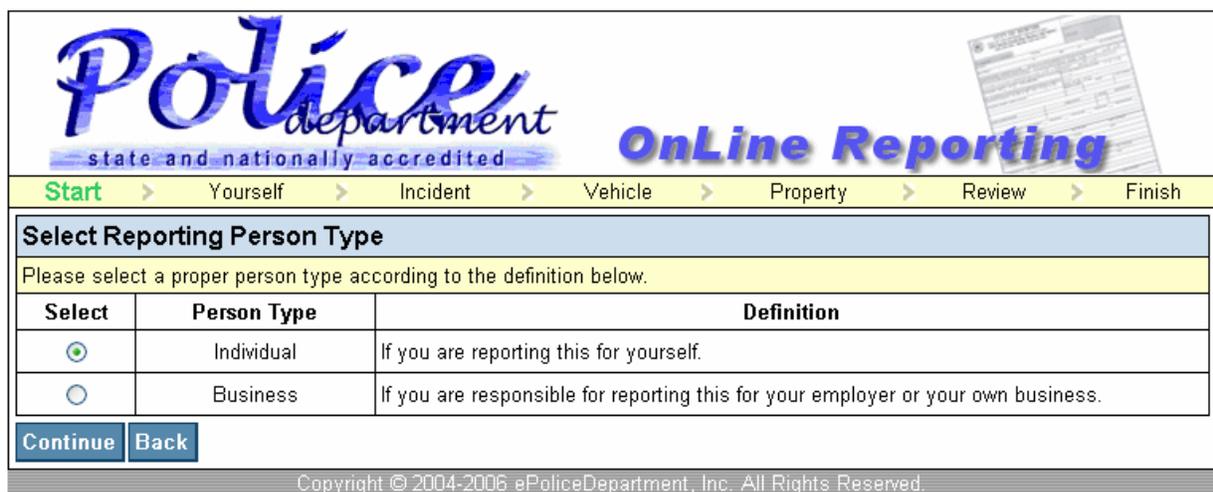


The screenshot shows the 'Police department' logo with 'state and nationally accredited' underneath. To the right is 'OnLine Reporting' with a document icon. A navigation bar contains: Start > Yourself > Incident > Vehicle > Property > Review > Finish. The main heading is 'Select Report Type (Incident Type: Theft from Vehicle)'. Below it is a yellow instruction bar: 'Please select the report type: original or supplemental.' A table follows with three rows. The first row has a selected radio button, 'Original', and the definition 'This is the first report you have filed for this incident.' The second row has an unselected radio button, 'Supplemental', and the definition 'You are adding information to a previous report which was submitted online.' Below this definition is an input field for 'Original Report Number'. The third row has an unselected radio button, 'Supplemental', and the definition 'You are adding information to a previous report, which was submitted by an officer.' Below this definition are two input fields: 'Original Report Number' and 'Filed With Officer'. At the bottom left are 'Continue' and 'Back' buttons. At the bottom center is the copyright notice: 'Copyright © 2004-2006 ePoliceDepartment, Inc. All Rights Reserved.'

Select	Report Type	Definition
<input checked="" type="radio"/>	Original	This is the first report you have filed for this incident.
<input type="radio"/>	Supplemental	You are adding information to a previous report which was submitted online. Original Report Number <input type="text"/>
<input type="radio"/>	Supplemental	You are adding information to a previous report, which was submitted by an officer. Original Report Number <input type="text"/> Filed With Officer <input type="text"/>

Select Reporting Person Type

- Choose Individual if you are reporting your own incident or choose Business if you are reporting the incident on behalf of a business.
- Click Continue.



The screenshot shows the 'Police department' logo with 'state and nationally accredited' underneath. To the right is 'OnLine Reporting' with a document icon. A navigation bar contains: Start > Yourself > Incident > Vehicle > Property > Review > Finish. The main heading is 'Select Reporting Person Type'. Below it is a yellow instruction bar: 'Please select a proper person type according to the definition below.' A table follows with two rows. The first row has a selected radio button, 'Individual', and the definition 'If you are reporting this for yourself.' The second row has an unselected radio button, 'Business', and the definition 'If you are responsible for reporting this for your employer or your own business.' At the bottom left are 'Continue' and 'Back' buttons. At the bottom center is the copyright notice: 'Copyright © 2004-2006 ePoliceDepartment, Inc. All Rights Reserved.'

Select	Person Type	Definition
<input checked="" type="radio"/>	Individual	If you are reporting this for yourself.
<input type="radio"/>	Business	If you are responsible for reporting this for your employer or your own business.

Enter Reporting Person Information

- Fill in all the requested information. Items marked with a red asterisk (*) are required.
- Click Continue.


OnLine Reporting

[Start](#) > [Yourself](#) > [Incident](#) > [Vehicle](#) > [Property](#) > [Review](#) > [Finish](#)

Enter Reporting Person Information

Please enter your information as completely as possible. You may be contacted regarding this incident. An email address is required if you would like to be notified when this report is received and approved.

*First Name	<input type="text"/>												
Middle Name	<input type="text"/>												
*Last Name	<input type="text"/>												
*Home Street Address	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">#</td> <td style="width: 15%;">St Direction</td> <td style="width: 35%;">St Name</td> <td style="width: 10%;">St Type</td> <td style="width: 10%;">Post Direction</td> <td style="width: 10%;">Apt/Unit #</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	#	St Direction	St Name	St Type	Post Direction	Apt/Unit #	<input type="text"/>					
#	St Direction	St Name	St Type	Post Direction	Apt/Unit #								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
*City / *State / *Zip Code	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="text"/></td> <td style="width: 10%;">Washington</td> <td style="width: 40%;"><input type="text"/></td> </tr> </table>	<input type="text"/>	Washington	<input type="text"/>									
<input type="text"/>	Washington	<input type="text"/>											
*Home Phone	<input type="text"/> (ex: 415-556-7899)												
*Email	<input type="text"/>												
*Confirm Email	<input type="text"/>												
Employer Name	<input type="text"/>												
Work Street Address	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">#</td> <td style="width: 15%;">St Direction</td> <td style="width: 35%;">St Name</td> <td style="width: 10%;">St Type</td> <td style="width: 10%;">Post Direction</td> <td style="width: 10%;">Apt/Unit #</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	#	St Direction	St Name	St Type	Post Direction	Apt/Unit #	<input type="text"/>					
#	St Direction	St Name	St Type	Post Direction	Apt/Unit #								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
City / State / Zip Code	<input type="text"/>												
Work Phone	<input type="text"/> x <input type="text"/>												
Race	Please Select												
Ethnicity	Please Select												
Sex	<input checked="" type="radio"/> Female <input type="radio"/> Male												
*Date of Birth	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Month</td> <td style="width: 25%;">Day</td> <td style="width: 25%;">Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Month	Day	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Month	Day	Year											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
Social Security Number	<input type="text"/>												
Driver License Number	<input type="text"/>												
Licensing State	Please Select												

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Your **Email** address will not be used for any other purpose but to communicate regarding your case. You will receive an email notification that your report was received along with a temporary report number. Once your report has been reviewed and approved, you will be emailed the official case number and a copy of the final report which can be given to your insurance company.

Address

Addresses are broken out into parts. Example addresses would be entered as follows:
1055 S Grady Way

*Home Street Address	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">St #</td> <td style="width: 15%;">St Direction</td> <td style="width: 35%;">St Name</td> <td style="width: 10%;">St Type</td> <td style="width: 10%;">Post Direction</td> <td style="width: 10%;">Apt/Unit #</td> </tr> <tr> <td><input type="text" value="1055"/></td> <td><input type="text" value="South"/></td> <td><input type="text" value="Grady"/></td> <td><input type="text" value="Way"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	St #	St Direction	St Name	St Type	Post Direction	Apt/Unit #	<input type="text" value="1055"/>	<input type="text" value="South"/>	<input type="text" value="Grady"/>	<input type="text" value="Way"/>	<input type="text"/>	<input type="text"/>
St #	St Direction	St Name	St Type	Post Direction	Apt/Unit #								
<input type="text" value="1055"/>	<input type="text" value="South"/>	<input type="text" value="Grady"/>	<input type="text" value="Way"/>	<input type="text"/>	<input type="text"/>								

211 Burnett Ave N

*Home Street Address	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">St #</td> <td style="width: 15%;">St Direction</td> <td style="width: 35%;">St Name</td> <td style="width: 10%;">St Type</td> <td style="width: 10%;">Post Direction</td> <td style="width: 10%;">Apt/Unit #</td> </tr> <tr> <td><input type="text" value="211"/></td> <td><input type="text"/></td> <td><input type="text" value="Burnett"/></td> <td><input type="text" value="Avenue"/></td> <td><input type="text" value="North"/></td> <td><input type="text"/></td> </tr> </table>	St #	St Direction	St Name	St Type	Post Direction	Apt/Unit #	<input type="text" value="211"/>	<input type="text"/>	<input type="text" value="Burnett"/>	<input type="text" value="Avenue"/>	<input type="text" value="North"/>	<input type="text"/>
St #	St Direction	St Name	St Type	Post Direction	Apt/Unit #								
<input type="text" value="211"/>	<input type="text"/>	<input type="text" value="Burnett"/>	<input type="text" value="Avenue"/>	<input type="text" value="North"/>	<input type="text"/>								

If applicable, enter your apartment/unit number only (e.g. A101).

Enter Incident Information

- Fill in all the requested information. Items marked with a red asterisk (*) are required.
- Click Continue.

The screenshot shows a web form titled "Police department OnLine Reporting" with the tagline "state and nationally accredited". A navigation bar includes "Start > Yourself > Incident > Vehicle > Property > Review > Finish". The "Incident" section is active. The form fields are as follows:

Please enter all the information that applies.						
*Street Address	#	St Direction	St Name	St Type	Post Direction	Apt/Unit #
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*City / *State / Zip Code	<input type="text" value="Renton"/>		<input type="text" value="Washington"/>	<input type="text"/>		
*Incident Time (beginning)	Month	Day	Year	Hour	Minute	AM
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Incident Time (end)	Month	Day	Year	Hour	Minute	AM
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Theft Type	Please Select <input type="text"/>					
Method of Entry	Please Select <input type="text"/>					
Point of Entry	Please Select <input type="text"/>					
*Incident Description (1000 characters max)	<input type="text"/>					

Buttons: Continue, Back

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Street Address:

Enter the location where the incident occurred. This must be within the Renton City Limits. If this incident occurred in a parking lot of a complex, do not enter an apartment or unit number.

The location is within the Renton City Limits if:

- the address has a 4 digit street/building number (e.g. 1055)
- and the street name is less than 100 (e.g. SE 78th St)

If you are unsure if the location is within the Renton City Limits, you may go to the online reporting intro page and click the address ([verify?](#)) link.

Incident Time (beginning and end)

If you do not know the exact time the incident occurred, enter the range of time it occurred within. (For example, the incident happened after you went to bed and before you woke up in the morning. Enter the time you went to bed as the beginning and the time you woke up as the end.)

Theft Type, Method of Entry, and Point of Entry do not apply to all incident types. They will appear only when applicable.

Incident Description

Enter a brief description of what happened. Providing sufficient information for the reader to fully understand the incident you are reporting.

Enter Vehicle Information (if applicable)

- Fill in all the requested information. Items marked with a red asterisk (*) are required.
- Click Continue.

The screenshot shows a web form titled "Police department" with the tagline "state and nationally accredited" and "OnLine Reporting". A navigation bar includes "Start > Yourself > Incident > Vehicle > Property > Review > Finish". The "Vehicle" section is active. The form contains the following fields:

Please enter the vehicle information.	
*Type	Please Select
*Make	Please Select
*Model	
*Year	Year
*Color	Please Select
*License Plate No	
*Licensing State	Please Select

Buttons: Continue, Back

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Type

Pick a vehicle type such as "Auto", "Truck/SUV/Van" or whichever is appropriate.

Make

Select the vehicle make (e.g. Ford, Honda, Jeep...). Pick "Other" if not on the list.

Licensing State

Enter the license plate state. Does it have a Washington State license plate or one from a different state?

Enter Property Information (if applicable)

- Fill in all the requested information. Items marked with a red asterisk (*) are required.
- Click Continue.

The screenshot shows a web form titled "Police department" with the tagline "state and nationally accredited" and "OnLine Reporting". A navigation bar at the top includes "Start > Yourself > Incident > Vehicle > Property > Review > Finish". The main heading is "Enter Property Information". Below this, there are instructions: "Please enter the Property information." and "If your car stereo was stolen, in the description field list the components (e.g. radio/cd/tape)". The form fields are as follows:

*Property Type	Please Select <input type="button" value="v"/>
Brand	<input type="text"/>
Model	<input type="text"/>
Color	Please Select <input type="button" value="v"/>
Serial Number	<input type="text"/>
*How Many	<input type="text"/>
*Total Value (\$)	<input type="text"/>
*Property Description	<input type="text"/>

At the bottom of the form are two buttons: "Continue" and "Back". A copyright notice at the very bottom reads: "Copyright © 2004-2006 ePoliceDepartment, Inc. All Rights Reserved."

Property Type

Pick a property type such as "Cell Phone/PDA", "Purse/Handbag/Wallet" or whichever is appropriate. If you can not find one that matches your property, choose "Other Items".

How Many

How many of this item are you reporting stolen? If this was currency, enter the amount stolen.

Total Value

Enter the total amount for this type of Stolen or Lost item(s). Enter in whole numbers; do not include cents or a dollar sign. For "Credit Cards/Debit Cards/Checks" enter the amount of "0".

Property Description

Enter the property description such as "5 mega pixel digital" for camera. If the property item was a car stereo, list the components (e.g. radio/cd/tape). For credit cards, enter the type of card (Visa, MasterCard, Discover...)

Property List (if applicable)

Here property item(s) can be modified, deleted or added.

- Click **Done** if you are done entering property and want to continue.

The screenshot shows the 'Police department' logo with 'state and nationally accredited' underneath. To the right is 'OnLine Reporting' with a document icon. A navigation bar contains: Start > Yourself > Incident > Vehicle > Property > Review > Finish. The main content area is titled 'Property List' and contains the text: 'The list shows all the properties. You can add more properties, or choose an existing property to delete or modify.' Below this is a table with the following data:

Property Type	Quantity	Value (\$)	Action
Radio/TV/VCR/DVD	1	130	modify delete

At the bottom left are buttons: Add Property, Done, Back. At the bottom center is the copyright notice: Copyright © 2004-2006 ePoliceDepartment, Inc. All Rights Reserved.

Review Report

- Please carefully review the information that you have entered. If you notice a mistake, press the "modify" button and correct it.
- When everything appears correct, press the "Submit Report" button in the bottom left corner.

The screenshot shows the 'Police department' logo and 'OnLine Reporting' with a document icon. The navigation bar is: Start > Yourself > Incident > Vehicle > Property > Review > Finish. The main content area is titled 'Review Report (Incident Type: Theft from Vehicle)' and contains the text: 'Please review the report. If all the information is correct, click the Submit button to submit the report. If you need to modify some information, click the desired modify link. This will be your last chance to change information for this report.'

General Information

Incident Type: Theft from Vehicle
Person Type: Individual

Reporting Person Information [modify](#)

Name (Last, First): Doe, John
Employer Name:
Work Address:
City, State Zipcode:
Work Phone: 425-999-9999/123
Home Address: 1055 South Grady Way
City, State Zipcode: Renton, WA 98055
Home Phone: 425-999-9999
Email: youremail@youmsp.com
Race: White (includes Hispanic)
Ethnicity: Not of Hispanic Origin
Sex: M
DOB: 07/17/1965
SSN:
Driver License No: ABC123456789
Licensing State: WA

Incident Information [modify](#)

Address of Incident: 1055 South Grady Way
City, State Zipcode: Renton, WA 98055
Incident Time (beginning): 02/10/2006 11:00 PM
Incident Time (end): 02/11/2006 06:00 AM
Theft Type: Auto Accessories
Method of Entry: Broke Glass
Point of Entry: Front Driver's Side Door
Incident Description: Someone broke into my car and stoll my car stereo.

Vehicle Information [modify](#)

Vehicle 1 [modify](#) [delete](#)

Type: Auto
Make: HONDA
Model: Civic
Year: 1996
Color: Red
License Plate No: ABC123
Licensing State: WA
Locked?: true

Property Information [modify](#)

Property 1 [modify](#) [delete](#)

Type: Radio/TV/VCR/DVD
Brand: BestBrand
Model: X123
Color: Black
Serial Number:
Quantity: 1
Total Value (\$): 130
Description: AM/FM,CD,Tape

At the bottom left are buttons: Submit Report, Cancel Report. At the bottom center is the copyright notice: Copyright © 2004-2006 ePoliceDepartment, Inc. All Rights Reserved.

Your Report Has Been Submitted

Congratulations, your report has been submitted and is pending Police Department review. Once your report has been reviewed by police officials and approved, you will be emailed an official case number and report. If your report is rejected for any reason, you will receive an email telling what needs to be done and how to report your incident.

- Press the "Print Report" button to review and print the report for your records. This report has been issued a temporary report number.

Police
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state and nationally accredited


OnLine Reporting

[Start](#) > [Yourself](#) > [Incident](#) > [Vehicle](#) > [Property](#) > [Review](#) > [Finish](#)

Your Report Has Been Submitted

Your report is complete. Please use the button below to view and print the temporary report for your reference. You will be emailed a copy of the final report once the report is approved. The copy of the report will be sent as a PDF attachment, please make sure your email settings will permit this.

[Print Report](#) [Close Window](#)

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This incident has been reported to the
Renton Police Department
and is pending approval

Renton Police Department
1055 S. Grady Way
Renton, WA 98055
425-430-7500

General Information

Incident Type	Theft from Vehicle
Report Number	T0600043
Report Date	02/15/2006 04:28 PM

Reporting Person Information

Name (Last, First)	Doe, John
Work Phone	425-999-9999/1123
Home Address	1055 South Grady Way
City, State Zipcode	Renton, WA 98055
Home Phone	425-999-9999
Email	youremail@yourensp.com
Race	White (includes Hispanic)
Ethnicity	Not of Hispanic Origin
Sex	M
DOB	07/17/1965
Driver License No	ABC123456789
Licensing State	WA

Incident Information

Address of Incident	1055 South Grady Way
City, State Zipcode	Renton, WA 98055
Incident Time (beginning)	02/10/2006 11:00 PM
Incident Time (end)	02/11/2006 06:00 AM
Theft Type	Auto Accessories
Method of Entry	Broke Glass
Point of Entry	Front Driver's Side Door
Incident Description	Someone broke into my car and stole my car stereo.

Vehicle Information

Vehicle 1	
Type	Auto
Make	HONDA
Model	Civic
Year	1996
Color	Red
License Plate No	ABC123
Licensing State	WA
Locked?	true

Property Information

Property 1	
Type	Radio/TV/VCR/DVD
Brand	BestBrand
Model	X123
Color	Black
Quantity	1
Total Value	130
Description	AM/FM,CD,Tape

[Print Report](#) [Close Window](#)