

BATON ROUGE POLICE DEPARTMENT

TeleServe Report

OFFICER USE ONLY

File # _____ YR. _____

Officer ID# _____

Page _____ of _____

Use additional copies of this form for multiple suspects.

OFFICER USE ONLY

ZONE: _____ OFFENSE CODE: _____ N/C

This report is used when a non-felony crime (gasoline drive-offs, beer runs) is committed and the suspect is not known. It can also be used to report lost or misplaced property (such as cell-phones/serialized garbage can thefts). The report is designed to be completed by the victim/complainant and faxed to the reporting district for review and attaching a case number.

Print legibly and answer all questions if possible. If you know who the suspect is or have evidence such as video or still images of the crime do not use this report, call 389-2000 /or 911 (when suspect is still in area) for a police unit to respond.

Incident Information	Business Name: _____		
	Incident Date(s): From: / / Mon Day Year To: / / Mon Day Year	Incident Time(s): From: / / Hrs. Mins. AM/PM To: / / Hrs. Mins. AM/PM	Incident Address: Street # Street Name Street Type Baton Rouge, LA. (Zip Code) 708 - -

Complainant /Victim Information	_____ Last Name	_____ First Name	_____ MI
	_____ Street Number	_____ Street Name	_____ Apt. #
	_____ City	_____ State	_____ Zip Code
	_____ Home Telephone Number	_____ Work Telephone Number	_____ Cell/Pager Telephone Number

Details of Loss	<input type="checkbox"/> Gasoline Drive-off: _____ Gals. @ \$ _____ ⁹ = \$ _____ Total Loss
	<input type="checkbox"/> Beer Run: /Size/Brand: _____ # _____ Case(s)/Single(s) @ \$ _____ ea. = \$ _____ Total Loss
	<input type="checkbox"/> Cell Phone Loss: Brand: _____ Model _____ Color: _____ Cell #: _____ - _____ Serial/ EIN Number: _____ \$ _____ Total Loss Service Provider _____ <input type="checkbox"/> LOST <input type="checkbox"/> THEFT
	<input type="checkbox"/> Other (Including City Parish Garbage Cans): Specify (ie. Theft) _____ Brand: _____ Article: _____ # _____ @ \$ _____ ea. Serial Number: _____ \$ _____ Total Loss

Suspect Information	Race: White; Black; Asian; Hispanic; Other Sex: M / F ; HGT./WGT _____ / _____; Age: _____; CIRCLE ONE Hair Color _____; Length: _____
	Clothing Description: _____; Can Identify? <input type="checkbox"/> Yes / <input type="checkbox"/> No Scars/Marks/Tattoos (List where and describe): _____

Vehicle Description	<input type="checkbox"/> Check here if no vehicle involved.
	License Plate _____ State _____ : Vehicle Year/Make/Model _____ # Doors _____; Color _____ / _____; Other Identifying information: _____

It is a crime to file a false police report (LRS 14:59). I certify that the information contained herein is true and accurate:

_____ / / _____
Complainant/Victim Signature Date

Fax or Deliver to:			
1st District 357-2424 (North of Florida, West of Airline Hwy)	2nd District 389- 3827 (South of Florida, West of S. Lodbell)	3rd District 291-9382 (East of Airline Hwy & S. Lodbell)	4th District 775-0104 (North of Evangeline Street)