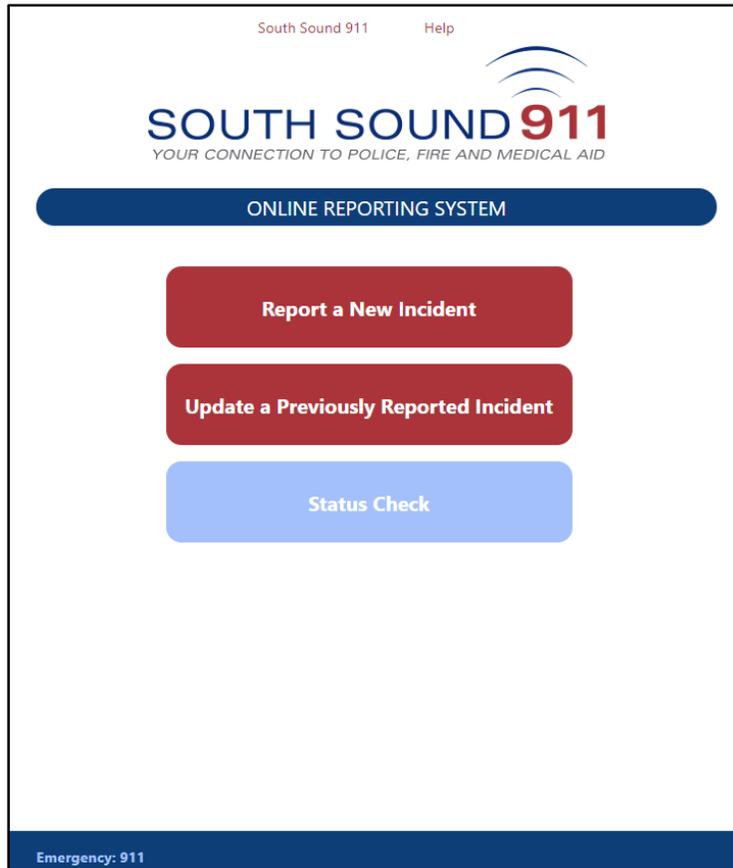


ONLINE REPORTING INSTRUCTIONS

Report a New Incident



If you have an emergency or are reporting a crime that is in-progress, call 911

This document explains how to report an incident/crime of fraud/identity theft, property theft, vehicle prowling, vandalism, or lost property that was not previously reported to the Police.

For instructions on completing a different type of Online Report, click the title.

Report a New Incident - Report an incident that has not previously been reported to Police.

[Update a Previously Reported Incident](#) - Report new information about an incident previously reported to Police. You will need the incident number assigned by the Police.

Status Check - Check the Status of an Online Report you submitted. You will need the Tracking Number you received from the Online Reporting system at the time of submission (numbered like CSSxxxxxx).

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Report a New Incident

Click “Report a New Incident” on the Start page.

Review the conditions that must be met in order to make an Online Report. If the incident you want to report meets all the conditions then check the “The incident meets all conditions.” Checkbox and click the “Begin Reporting” button.



The incident meets all conditions.

Quit Reporting Begin Reporting

Enter the address where the incident/crime occurred and click the “Validate Address” button. If the address is found within a jurisdiction accepting online reports, additional form fields will display. (If the address is not validated, call the appropriate non-emergency number displayed on the screen.)



South Sound 911 Help

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ONLINE REPORTING SYSTEM

Only incidents within certain police jurisdictions may be reported online.
Incidents of Fraud may only be reported in certain police jurisdictions.
If no address match is found, please call the non-emergency number: **253-287-4455** or **800-562-9800**

Enter Address

Address Apt./Suite
Apt./Suite

Validate Address

(bold fields are required)

Return to Menu Save Changes

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Location and Type of Incident/Crime

Bold fields are required

If applicable, enter the business or location name.

Select the Location Type from the list.

Select the date and time the incident occurred. If unsure, select a date and time range during which the incident/crime most likely occurred.

Select whether the incident/crime was attempted or completed.

Type of Incident: Check the box next to the option that best describes the type of incident/crime you're reporting. A pop-up window may appear with more detailed options.

Online Reporting of Fraud is not allowed by all jurisdictions. If you don't see "Fraud" as an option, the jurisdiction of the incident Address does not accept Online Reporting of Fraud.

Check all the statements that apply.

Business or Location Name

Location Type
Select One

Start Date  **End Date** 

Start Time  **End Time** 

Was this crime attempted or completed?

Attempted

Completed

Type of Incident (Once saved, this selection can't be changed.) 

Theft: Property has been unlawfully taken, or attempted to be taken, off an automobile or from a mail box, yard, residence, business, or other structure. (Excluding stolen vehicles, license plates, or firearms)

Vehicle Prowl: Property has been unlawfully taken, or attempted to be taken, from inside a vehicle. (Excluding license plates or firearms)

Fraud: Property has been unlawfully taken or a legal right given up, or was attempted to be taken or given up, by an intentionally misleading or deceptive act.

Vandalism: Defaced, damaged, or destroyed property of another individual or business. (Excluding vehicle accidents or hit-and-runs)

Lost/Missing Property: Property that has been lost or misplaced, or when property is missing under circumstances that are unclear or uncertain. (Excluding vehicles or firearms)

Check any of the following that apply to the incident:

I am the victim.

I have suspects to include.

I have a witness to include.

(bold fields are required)

Click "Save Changes" to continue.

Note: You will not be able to change Attempted/Completed or "Type of Incident" after "Save Changes"

Incident/Crime Report Details

NOTE: Your reporting session will automatically end after 60 minutes of inactivity and you'll have to start over. "Save Progress" if you won't be actively working on your report for more than 60 minutes.

The Menu page lets you navigate to each section of your report. Provide details of the incident/crime by completing the applicable report sections. Click a section Title to begin each section.

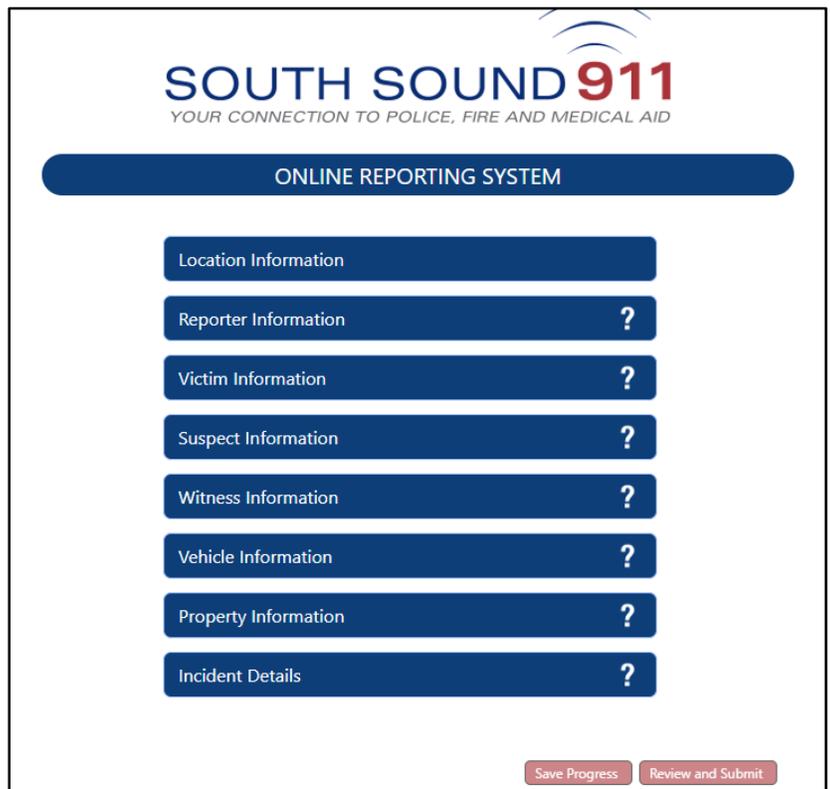
A report section which requires information is indicated by a question mark (?). The sequence in which report sections are completed does not matter unless you are the victim in the incident/crime.

If you are the victim, complete the Reporter information first. If you selected "I am the victim" on the Location Information page, then Reporter Information will be copied to the Victim Information which may save you some typing.

Suspect Information and Witness Information sections are available if you indicated you have a suspect and/or a witness on the Location Information page. You can change your selection by clicking "Location Information".

A Vehicle Information section is available if your incident/crime type involves a Vehicle.

You can **"Save Progress"** after the Reporter Information is completed.



The screenshot shows the 'SOUTH SOUND 911' logo at the top, with the tagline 'YOUR CONNECTION TO POLICE, FIRE AND MEDICAL AID'. Below the logo is a dark blue header bar with the text 'ONLINE REPORTING SYSTEM'. Underneath this header is a list of eight menu items, each in a dark blue button with white text. The items are: 'Location Information', 'Reporter Information', 'Victim Information', 'Suspect Information', 'Witness Information', 'Vehicle Information', 'Property Information', and 'Incident Details'. The last seven items have a white question mark on the right side. At the bottom right of the menu area are two buttons: 'Save Progress' and 'Review and Submit'.

Click "Save Progress" to quit and complete your report at a later time (within 30 days).

On "Save Progress", your edit session will end, and you will receive a single-use web address/link to resume your report. If you provided your email address in the Reporter Information section, the web address/link will also be emailed to you; otherwise, keep a copy of the web address/link you see on-screen.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Reporter / Victim Information

The “Reporter” is the person completing the Online Report. If the reporter is also the victim, all of the Reporter Information will be copied to the Victim Information section on “Save Changes”.

Only **Bold** fields are required; however, any additional contact information you can provide will be useful in the processing of your report

When the form is complete, click “Save Changes” to continue your report and return to the Menu page.

South Sound 911 Help

SOUTH SOUND 911
YOUR CONNECTION TO POLICE, FIRE AND MEDICAL AID

ONLINE REPORTING SYSTEM

First Name Middle (or initial) **Last Name**

Age Date of Birth

Street Address (Include Apartment or Suite)

City State Zip Code

Home Phone

Resident Type

Gender

Race

Ethnicity

Enter a valid email address if you wish to receive automatic notifications about your report.

Email Address

Confirm Email Address

(bold fields are required)

Return to Menu Save Changes

Resident Type means whether you live in the city/municipality where the incident/crime occurred.

Click “Save Changes” to continue

“Return to Menu” cancels changes and returns you to the Menu page.

After completing entry of Reporter Information and “Save Changes”, you can “Save Progress” on the Menu page.

If you won't be actively working on your report for more than 60 minutes, then “Return to Menu” and “Save Progress” to avoid the automated end of your session and loss of your report information.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Suspect Information

Only **Bold** fields are required; however, if you do not have specific answers (e.g., age or date of birth, height, etc.), please provide approximations. Any additional information you can provide will be useful in the processing of your report. Additional information can be entered as part of the Incident Details.

When the form is complete, click “Save Suspect.”

Resident Type means whether the suspect lives in the city/municipality where the incident/crime occurred.

[South Sound 911](#) [Help](#)


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ONLINE REPORTING SYSTEM

Supply as much information as you can about the suspect:

First Name	Middle (or initial)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Age	Date of Birth	
<input type="text"/>	OR <input type="text" value="MM/DD/YYYY"/>	
Street Address (Include Apartment or Suite)		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	WA	<input type="text"/>
Home Phone	Alternate Phone	
<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
Height	Weight	Hair Color
<input type="text"/>	<input type="text"/>	<input type="text"/>

Resident Type

Gender

Race

Ethnicity

What makes you suspect this person?

(**bold** fields are required)

If you won't be actively working on your report for more than 60 minutes, then “Return to Menu” and “Save Progress” to avoid the automated end of your session and loss of your report information.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Witness Information

If you know someone who witnessed the crime, provide their contact and personal descriptors information. Only **Bold** fields are required; however, if you do not have specific answers (e.g., age or date of birth, etc.), please provide approximations. Additional information can be entered as part of the Incident Details. When the form is complete, click “Save Changes” to continue your report and return to the Progress Page.

Resident Type means whether the witness lives in the city/municipality where the incident/crime occurred.

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ONLINE REPORTING SYSTEM

First Name	Middle (or initial)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Age	Date of Birth	
<input type="text"/> OR <input type="text"/>	<input type="text"/>	
Street Address (Include Apartment or Suite)		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	<input type="text" value="WA"/>	<input type="text"/>
Home Phone	Alternate Phone	
<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
Resident Type		
<input type="text" value="Select One"/>		
Gender		
<input type="text" value="Select One"/>		
Race		
<input type="text" value="Select One"/>		
Ethnicity		
<input type="text" value="Select One"/>		

(bold fields are required)

If you won't be actively working on your report for more than 60 minutes, then “Return to Menu” and “Save Progress” to avoid the automated end of your session and loss of your report information.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Vehicle Information

Provide information about damage to your vehicle(s). Only Bold fields are required; however, any additional information you can provide will be useful.

Tip: To select the Vehicle Make and Model, type the first few letters and press the Tab key or click the “search” button.

Vehicle Make and Model help police identify patterns that may assist in finding the offender(s).

Replacement Cost means the estimated cost to repair the damage, not the vehicle’s value.

The screenshot shows the 'ONLINE REPORTING SYSTEM' form for South Sound 911. The form includes the following fields and sections:

- Vehicle Type:** A dropdown menu with 'Select One' as the current selection.
- Vehicle Year:** A text input field.
- Vehicle License Plate Number:** A text input field.
- License Plate State:** A dropdown menu with 'WA' selected.
- Vehicle Identification Number (VIN):** A text input field.
- Vehicle Make:** A text input field with a search button labeled 'Search Vehicle Makes'. Below the input is a hint: 'Enter partial manufacturer and click Search Vehicle Make'.
- Vehicle Model:** A text input field with a search button labeled 'Search Vehicle Models'. Below the input is a hint: 'Enter partial model name and click Search Vehicle Model'.
- Vehicle Style:** A dropdown menu with 'Select One' as the current selection.
- Primary Vehicle Color:** A dropdown menu with 'Select One' as the current selection.
- Secondary Color:** A dropdown menu with 'Select One' as the current selection.
- Quantity:** A text input field.
- Replacement Cost:** A text input field with '0000.00' entered.
- Damaged Area(s) on Vehicle:** A text input field with a hint: 'Examples: driver-side door, hood, trunk'.
- Insurance Company:** A text input field.
- Insurance Policy #:** A text input field.

At the bottom of the form, there is a note: '(bold fields are required)'. There are two buttons: 'Return to Menu' and 'Save Item'.

After each vehicle is entered by clicking “Save Item”, a “Vehicles Involved” list is displayed. Vehicles can be reviewed, edited or deleted from the “Vehicles Involved” page.

Use the blue arrow/caret to hide or show details.

Vehicles Involved - 1 Vehicle(s)

Vehicles Involved - 1 Vehicle(s)		edit	delete
^ Ford - Mustang			
Vehicle Type:	Vehicle - Automobile / Car (Not Stolen Or Recovered)		
Year:			
License Plate Number:			
State:	WA		
Vehicle VIN:			
Make:	Ford		
Model:	Mustang		
Style:	2 Door Automobile, sedan		
Primary Color:	Red		
Secondary Color:			
Quantity:	1		
Replacement Cost:	\$1,000.00		
Damaged Area:	Driver window		
Insurance Company:			
Policy Number:			

Return to Menu Add Item

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Property Information

Provide information about each item of property which was stolen, damaged/vandalized, or lost.

Do not use Online Reporting for lost, missing, or stolen vehicles or firearms.

Only **Bold** fields are required; however, any additional information you can provide will be useful.

Tip: Instead of scrolling option lists, type the first few letters to filter the option list.

Property Category: How would the item be classified or categorized? The category you choose will determine the form fields you will complete. (For example, "Jewelry/Precious Metals" collects different information than "Personal") If a specific Category cannot be found, please use the closest match. A list of property and categories is available by clicking the question mark 

Property Item: Select the option most nearly describing the item.

Item Description: Enter any additional identifying information that might help in recovery, such as the model, color(s), size, notable condition (scratches, marks, dents), etc.

Quantity: How many are there having the same Model and serial number? (If serialized or different models, enter each item separately)

Replacement Cost: Enter what it would cost for you to have the item(s) replaced.

Item Manufacturer: Enter the item's Manufacturer and press Tab or click "Search Manufacturers". If the Brand is not in the list, one can be typed in; if there is no brand, leave blank.

Serial #: Enter the item's unique serial number. If none or unknown, leave blank.

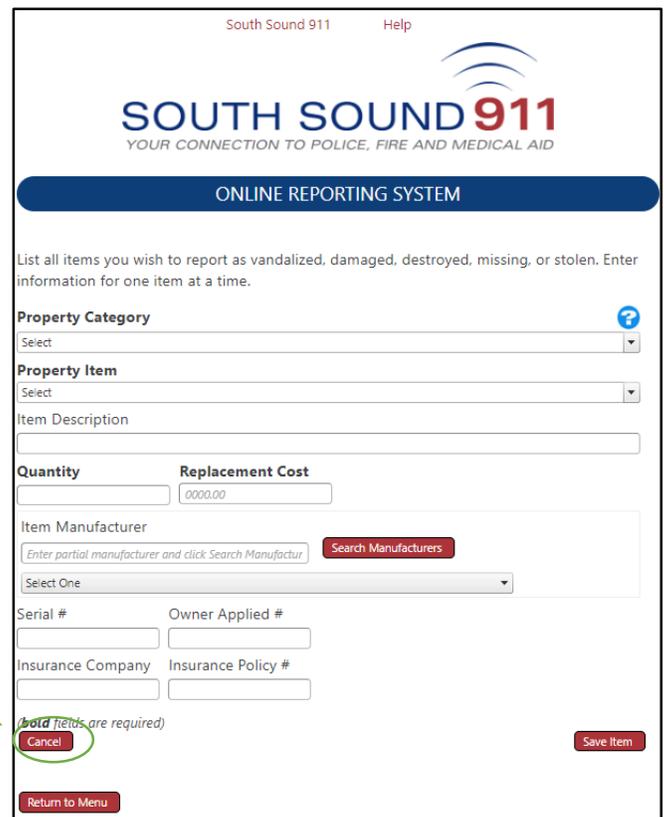
Owner Applied #: Enter any identifying mark, number, initials or name you applied to the item — written, engraved, etc. — to identify it as yours. If none, leave blank.

Insurance: Provide the name of the company insuring the item, and the policy number. If none or unknown, leave blank.

Click "Cancel" to cancel changes and return to the Property Item List.

Click "Save Item" when complete.

Click "Return to Menu" to cancel changes and go to the Menu page.



The screenshot shows the 'ONLINE REPORTING SYSTEM' interface for South Sound 911. The form includes the following fields and controls:

- Property Category:** A dropdown menu with a question mark icon.
- Property Item:** A dropdown menu.
- Item Description:** A text input field.
- Quantity:** A text input field.
- Replacement Cost:** A text input field with '0000.00' pre-filled.
- Item Manufacturer:** A text input field with a placeholder 'Enter partial manufacturer and click Search Manufactur' and a 'Search Manufacturers' button.
- Serial #:** A text input field.
- Owner Applied #:** A text input field.
- Insurance Company:** A text input field.
- Insurance Policy #:** A text input field.
- Buttons:** 'Cancel' (circled in green), 'Save Item', and 'Return to Menu'.
- Text:** 'Bold fields are required' is displayed above the 'Cancel' button.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Sample Jewelry/Precious Metals property form:

Property Category ?	
Jewelry/Precious Metals	
Property Item	
Jewelry - Ring - Wedding (1 Ring)	
Item Description	
Art Deco style soitaire; fishtail prongs	
Quantity	Replacement Cost
1	1,400.00
Item Manufacturer	
<input type="text" value="Enter partial manufacturer and click Search Manufactur"/> <input type="button" value="Search Manufacturers"/>	
Select One	
Number of Stones	
1	
Inscription or Markings	
Forever & Ever	
Stone Color	
Select One	
Metal Type	
Platinum Or 900-100	
Metal Color	
White/Silver	
Serial #	Owner Applied #
<input type="text"/>	<input type="text"/>
Insurance Company	Insurance Policy #
<input type="text"/>	<input type="text"/>
<i>bold fields are required)</i>	
<input type="button" value="Cancel"/>	<input type="button" value="Save Item"/>

After each item is entered, a Property Item List displays. Items can be reviewed, edited or deleted from this page.

Property Item List - 2 Item(s)	
^ Jewelry - Ring - Wedding (1 Ring) edit delete	
Manufacturer:	
Description:	Art Deco style soitaire; fishtail prongs
Insurance Company:	Not Supplied
Policy Number:	Not Supplied
Quantity:	1
Replacement Cost:	\$1,400.00
Jewelry Make:	
Metal Type:	Platinum Or 900-100
Metal Color:	White/Silver
Number of Stones:	1
Stone Color:	Not Supplied
v Personal - Duffel Bag edit delete	
<input type="button" value="Return to Menu"/>	<input type="button" value="Add Item"/>

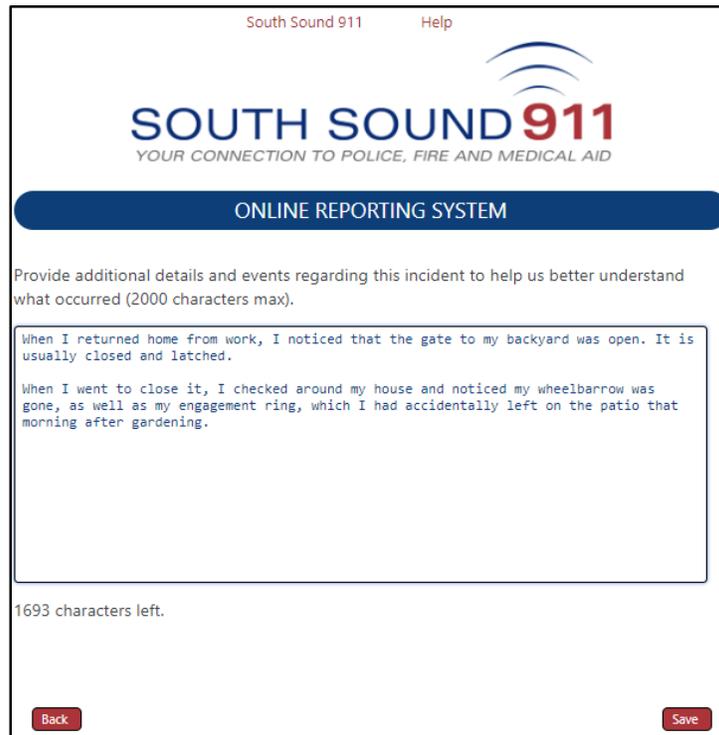
If you won't be actively working on your report for more than 60 minutes, then "Return to Menu" and "Save Progress" to avoid the automated end of your session and loss of your report information.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Incident Details

Describe what happened, what you saw, and any other details you can provide related to the incident. Completion of this form is required.

When complete, click “Save” to continue.



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Provide additional details and events regarding this incident to help us better understand what occurred (2000 characters max).

When I returned home from work, I noticed that the gate to my backyard was open. It is usually closed and latched.

When I went to close it, I checked around my house and noticed my wheelbarrow was gone, as well as my engagement ring, which I had accidentally left on the patio that morning after gardening.

1693 characters left.

Back Save

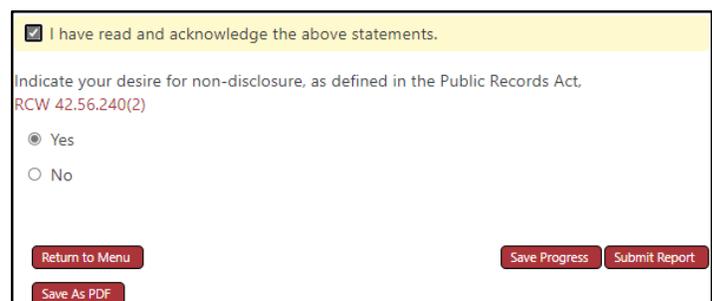
Review

When you have completed your report, click the “Review and Submit” button on the Menu page.

A summary of your report will display, showing all the information you entered. To edit a section, click the section’s “edit” link.

The False Insurance Claims and Truth and Accuracy statements must be acknowledged to submit your report. Check the “I have read...” checkbox, and indicate your desire for non-disclosure. While certain information may be exempt from disclosure, Police/Sheriff’s reports are public records.

You can print a copy of your report by clicking “Save As PDF.” This option is not available after submission.



I have read and acknowledge the above statements.

Indicate your desire for non-disclosure, as defined in the Public Records Act, RCW 42.56.240(2)

Yes
 No

Return to Menu Save Progress Submit Report Save As PDF

To complete and submit your report at a later time, you can “Save Progress.” You will be provided with a one-time-use web address/link to resume your report. Once you re-open the report, you MUST either complete and submit it, or “Save Progress” again. If you provide your email address in the Reporter Information section, the web address/link will be emailed to you; otherwise, keep a copy of it.

Technical problems? To report a problem or error you experienced while completing a report, please email info@southsound911.org. Please provide a detailed description of what happened, and include any error messages you received. Follow-up from technical staff, if needed, will occur during normal weekday business hours.

Submit Your Report

When you are finished with your online report, click the “Submit Report” button.

If your report is successfully submitted, you will be provided with a Tracking Number. This is not the number to file for insurance claims; it is a temporary number assigned to your online report until it is approved by the appropriate law enforcement agency.

You will need the Tracking Number to check the status of your report.

Obtain a Copy of the Police Report

Your online report is NOT the official police report. You can print a copy or save a PDF copy of your Online Report for your records prior to submission.

Once your online report has been approved and assigned an Incident/Case Number by Police, you may request a copy of the police report via South Sound 911’s online [Records Request Portal](#).

Report Follow-up

Contact the applicable law enforcement agency for information about investigation of an incident/crime for which you filed a report. South Sound 911 does not investigate incidents.

Visit the [Police & Fire Agencies](#) page for the partner agencies served by South Sound 911.