



# Filing A Police Report

University of California Police Department  
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www.ucpd.ucla.edu



EMERGENCY: CALL 911

## Introduction

We hope you never need to file a police report. However, sometimes crimes do occur and you turn to your local police agency.

This brochure outlines how you file a police report, why you should file one, and what happens after you file a report. It also tries to answer common questions people have when filing police reports.

## Why bother making a police report?

There are many reasons to file a police report.

Some of the most common reasons are:

- Finding and arresting a suspect in a crime
- Adding serial numbers to statewide databases to recover stolen property
- Tracking criminal activity in various areas to prevent future crimes

## Why can't I file a report over the telephone?

When you file a police report, we must confirm the identity of the person filing the report. This means that the officer must match the person filing the report to a picture ID.

## Why does it sometimes take so long to speak to an Officer?

Police officers have an array of responsibilities, especially serving a thriving area like UCLA. It is the dispatcher's job to decide which calls are the most important based upon several key elements. Officers need to handle the following problems before they can respond to take your report:

- Crimes in progress
- Emergency Medical Aid
- Fires and Fire Alarms
- Suspected criminal activity
- Burglary and Robbery Alarms
- Other report calls which came in before your call

We would like to apologize in advance for any waiting time you may have. Remember: **we haven't forgotten about you!** It may just take a while to have an officer respond to your location.

## There are other people in the Police Station. Why can't they take my report?

A police report is considered a legal document. Only certain, trained employees can fill out this document. The other people in the police station all have other duties which support police operations, such as record keeping or dispatching.

In order to better serve the public, Station Officers are also available to take reports. These officers staff the campus ambulance and are sometimes unavailable.

## Where should I file my report?

A police report should be filed in the city or jurisdiction where the crime occurred.

### If the crime occurred on campus or on University owned property:

Report it to us. We will handle the report, all investigation and follow-up.

### If the crime occurred off campus:

It should be reported to LAPD (see Contact Information on back). If you are a UCLA Student or Staff member, we can take your report. In most cases, the report is forwarded to LAPD who is responsible for the investigation of these cases.

## Why does the officer ask so many questions?

We need to get the most accurate information possible to conduct a thorough investigation. We consider information critical that may seem irrelevant.

All police agencies in California are required to complete an annual statistical analysis of all crimes

that occur in their jurisdictions. This includes information on the types of people who are victims of crimes.

We also need a way of contacting you if we have any follow-up questions, if we find your property, or if we arrest a suspect in your case.

## Why do I get two different numbers for the same report?

There are 2 different ways to track reports. An **incident number** is a number that is generated by a computer in dispatch for all incidents which occur on the campus – from calling for an escort at night to a crime report. Hundreds of incident numbers are created every day.

A **report number** is a number that is assigned specifically for crimes that occur on the campus. Reports are tracked statewide for statistical purposes.

## Why do I get charged for a copy of my police report?

Filing a police report is free. However, getting a copy of that report does cost money. This fee covers administrative costs for pulling, photocopying, and sending out the report. The current fee schedule is available at the “Copies of Reports” phone number listed on the back of this brochure or on our web site at [www.ucpd.ucla.edu](http://www.ucpd.ucla.edu).

It usually takes 7 – 10 days from the day you order a report to the time you receive it in the mail.

Copies of the report request form are available at the UCPD Station front counter. Request must be accompanied by the appropriate payment.

## What happens after I file a report?

The type of investigation the Police Department conducts varies from case to case. Our Detectives Division is ready to investigate all cases reported to the police.

If there is enough suspect information, we can follow-up and attempt to contact the suspect. The more information available, the better for identifying a suspect.

## Contact Information

<b>Emergency</b>	<b>9-1-1</b>
Police (non-emergency)	(310) 825-1491
Los Angeles Police 1663 Butler Ave. Los Angeles CA 90025	(310) 575-8401
Copies of Reports	(310) 206-8126
Escort Service	(310) 794-WALK
Detectives	(310) 825-9371
Lost & Found	(310) 825-1227
Report Follow-ups	(310) 206-8601
Victims of Violent Crimes	(800) VICTIMS