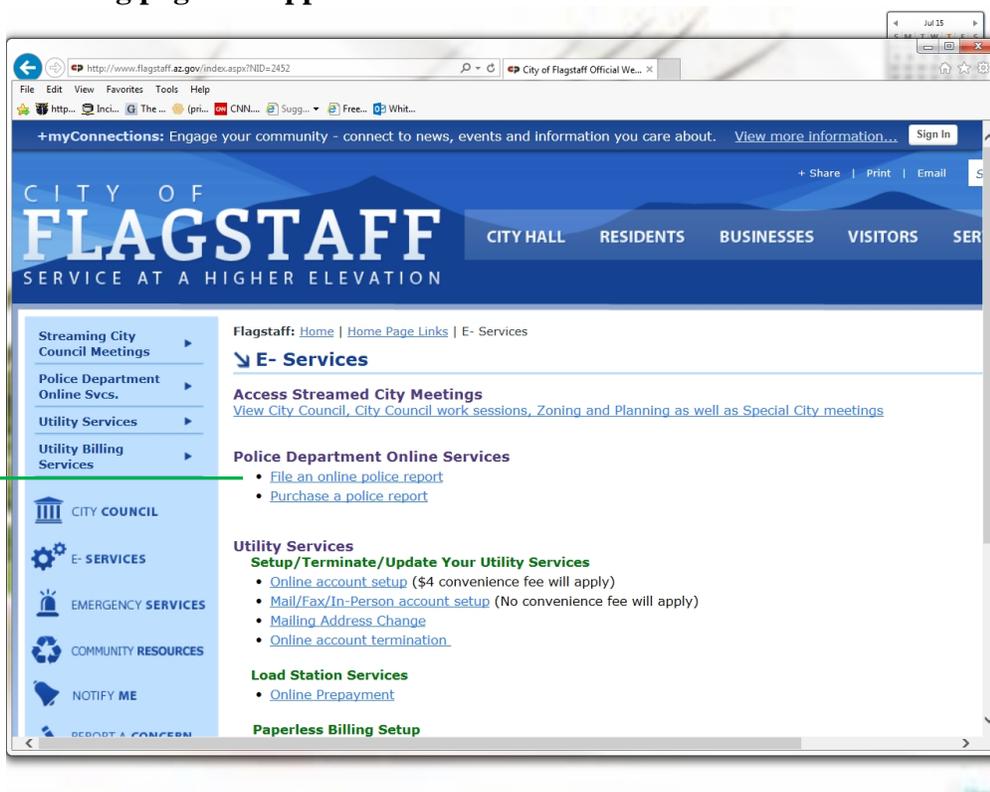


ON-LINE REPORTING

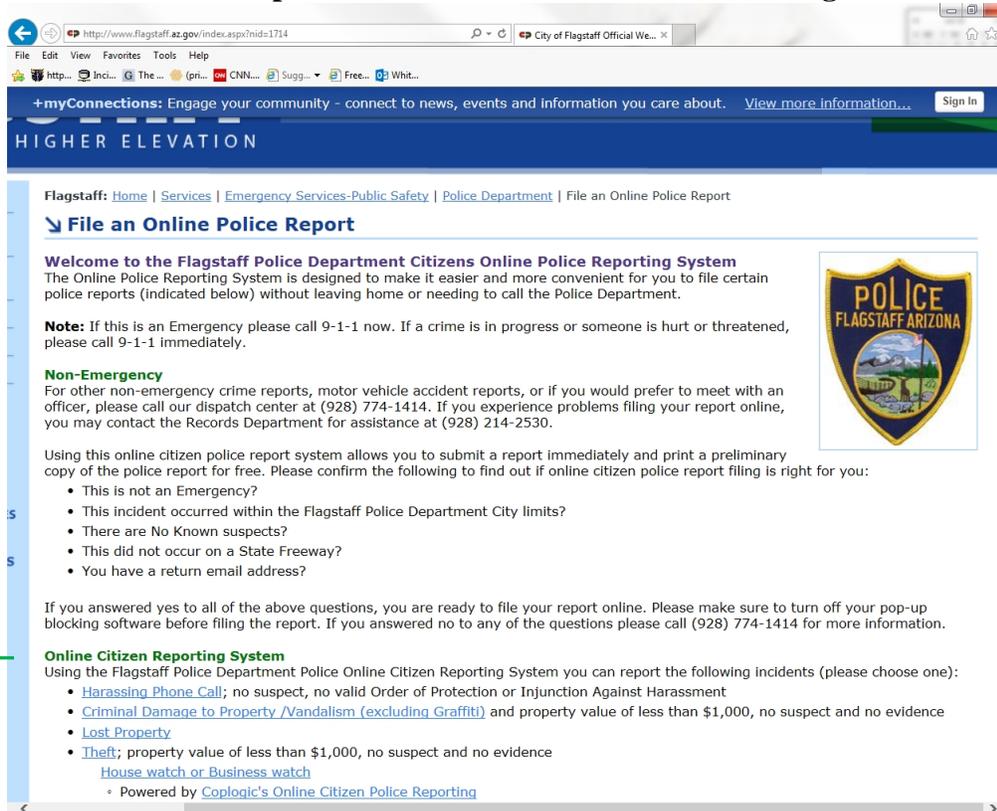
Go to the City of Flagstaff Website: <http://www.flagstaff.az.gov/> The following screen will appear.



Click on the green Icon to the left of the screen titled "E-Services". The following page will appear.



Click on “Police Department Online Services”. The following screen will appear.



The screenshot shows a web browser window displaying the Flagstaff Police Department's online reporting system. The page title is "File an Online Police Report". The main heading is "File an Online Police Report". Below this, there is a welcome message and a note about emergency services. The page is divided into sections for "Non-Emergency" reports and "Online Citizen Reporting System". The "Online Citizen Reporting System" section lists several incident types: Harassing Phone Call, Criminal Damage to Property /Vandalism (excluding Graffiti), Lost Property, Theft, and House watch or Business watch. A green line points from the text below to the "Online Citizen Reporting System" section.

Flagstaff: [Home](#) | [Services](#) | [Emergency Services-Public Safety](#) | [Police Department](#) | [File an Online Police Report](#)

File an Online Police Report

Welcome to the Flagstaff Police Department Citizens Online Police Reporting System
The Online Police Reporting System is designed to make it easier and more convenient for you to file certain police reports (indicated below) without leaving home or needing to call the Police Department.

Note: If this is an Emergency please call 9-1-1 now. If a crime is in progress or someone is hurt or threatened, please call 9-1-1 immediately.

Non-Emergency
For other non-emergency crime reports, motor vehicle accident reports, or if you would prefer to meet with an officer, please call our dispatch center at (928) 774-1414. If you experience problems filing your report online, you may contact the Records Department for assistance at (928) 214-2530.

Using this online citizen police report system allows you to submit a report immediately and print a preliminary copy of the police report for free. Please confirm the following to find out if online citizen police report filing is right for you:

- This is not an Emergency?
- This incident occurred within the Flagstaff Police Department City limits?
- There are No Known suspects?
- This did not occur on a State Freeway?
- You have a return email address?

If you answered yes to all of the above questions, you are ready to file your report online. Please make sure to turn off your pop-up blocking software before filing the report. If you answered no to any of the questions please call (928) 774-1414 for more information.

Online Citizen Reporting System
Using the Flagstaff Police Department Police Online Citizen Reporting System you can report the following incidents (please choose one):

- [Harassing Phone Call](#); no suspect, no valid Order of Protection or Injunction Against Harassment
- [Criminal Damage to Property /Vandalism \(excluding Graffiti\)](#) and property value of less than \$1,000, no suspect and no evidence
- [Lost Property](#)
- [Theft](#); property value of less than \$1,000, no suspect and no evidence
- [House watch or Business watch](#)

Powered by [Coplogic's Online Citizen Police Reporting](#)

The reporting can then select on the type of report they wish to file providing it is one of the ones listed at the bottom of the page under the heading of “**Online Citizen Reporting System.**”

- [Harassing Phone Call](#); no suspect, no valid Order of Protection or Injunction Against Harassment
- [Criminal Damage to Property /Vandalism \(excluding Graffiti\)](#) and property value of less than \$1,000, no suspect and no evidence
- [Lost Property](#)
- [Theft](#); property value of less than \$1,000, no suspect and no evidence
- [House watch or Business watch](#)

Once the reporting party makes their selection, the following screen will appear.



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, you should call 928-774-1414.

Select	Incident Type	Definition	Examples
<input type="radio"/>	Criminal Damage (excluding Graffiti)	The act of changing, modifying or defacing public or private property. PLEASE NOTE: Graffiti cannot be reported online.	Knocking over mail box, throwing rock through windows, etc.
<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 missing or lost.	Property that is missing, leaving items in restaurant, or missing from home.
<input type="radio"/>	Theft	Your property is taken without your permission.	Property known to be stolen and missing may be reported. Lost property is not a theft.

Start Report

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The reporting party will click in one of the bubbles to select the type of report they wish to make and then click on the “Start Report” button.

- o Bubble **Start Report**

The following screen will appear.

Criminal Damage (excluding Graffiti)

Start > Yourself > Incident > Property > Narrative > Review > Finish

Select Reporting Person Type

Please select a proper person type according to the definition below.

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, government agency, or your own business.

<<<< Back **Continue >**

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The reporting party will need to click the that best represents them: Individual or Business and then click the **Continue >** button.

This will take them to the following page.

 <p style="text-align: center;">Flagstaff Police Department Flagstaff, Arizona Service at a Higher Elevation</p>					
Criminal Damage (excluding Graffiti)					
Start > Yourself > Incident > Property > Narrative > 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"/>				
*Last Name	<input type="text"/>				
*Home Address	St #	St Dir	*St Name	St Type	Apt/Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Home Address	*City	*State		*Zip Code	
	Flagstaff	Arizona		<input type="text"/>	
*Home/Cell Phone	<input type="text"/> (ex: 555-111-2222 - The system will auto-insert the dashes)				
*Email	<input type="text"/>				
*Confirm Email	<input type="text"/>				
Employer Name	<input type="text"/>				
Work Address	St #	St Dir	St Name	St Type	Apt/Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Address	City	State		Zip Code	
	<input type="text"/>	Please Select		<input type="text"/>	
Work Phone	<input type="text"/> (ex: 555-111-2222 - The system will auto-insert the dashes)				
Sex	Please Select <input type="text"/>				
*DOB	Month	Day	Year		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
*Driver License No	<input type="text"/>				
*Licensing State	Please Select <input type="text"/>				
<<<< Back			Continue >		
Copyright 2015 Coplogic, Inc. All Rights Reserved.					Session expires in

From here the reporting should be able to complete their report. When they have completed their report and submitted, they will receive a temporary DR number and will be able to print an UNOFFICIAL police report.

The report will be forwarded to those officers who are manning these reports and will either approve the report and provide them with a Police Department report number or reject the report because of it being a report that does not meet the criteria for online reporting and for additional information.

****This On-line reporting are for Police reports only. Coconino County Sheriff's Office reports can't be made using the Police Department's On-line reporting system****