

## **Filing Report with Henderson Police**

### **When to complete an online report utilizing CopLogic**

- No suspect information (no video, no license plate nor suspect vehicle information, no suspect descriptions, etc.)
- Long delay between when crime occurred and date it is being reported.
- No idea when the crime occurred.
- Items taken do not have serial numbers nor any other identifiable information.

The link below can be utilized for filing online reports in the city of Henderson:

<https://stag.coplogic.com/agency/NvHendersonPd/start-report.html>

### **When to file a report with an officer by calling non-emergency 311**

- Suspect information exists (video, witness, license plate, suspect descriptions and/or descriptions of vehicle)
- Items stolen have serial numbers and/or identifiable information.
- Suspicious persons are on scene, but no crime has been committed yet.
- Items taken have tracking ability and they are actively tracking.
- Value of the items taken is over \$1200.
- Items taken from inside a structure (shed, garage, trailer, etc.)

**\*\* If a suspect is actively on scene, stealing items utilize 911 \*\***

### **General Information When Filing A Report With HPD:**

- appropriate contact information for victim to include identifying information and a cell phone number that they will answer.
- physical hard copy of the video or direct copy of the file. NO video of another video, no using cell phone to record video of computer screen, it will not be accepted by the DA.
- many law enforcement databases rely heavily on serial numbers so encourage some form of documentation of these numbers for later reporting if needed. Taking pictures of the item and serial number is an easy way to accomplish this.

**\*\* Please note that we cannot possibly account for each scenario you may face so please utilize this list as a guideline and choose the best course for your given circumstances. \*\***

**\*\* Cases filed with HPD, regardless of filing method (online vs in person), that have follow-up, leads, and/or suspect information will be forwarded to the HPD Property Unit for review. If the case is actively being worked, the involved parties should be contacted by a detective and contact information for that detective will be provided at that time. \*\***