LOST PROPERTY REPORT

Personal Property on ncludes Firearms, D	this report will document the loss of ther than FIREARMS. If the loss OO NOT COMPLETE THIS FORM. f a firearm, call 911)	Mail Completed Form To:		Vernon College 4400 College D Vernon, TX 76			
		NAME OF PE	L ERSON OWNI	NG PROPERTY	<u> </u>		
		NAME					
REPORT NUMB	ER:						
	291 Ext. 2272 and ask for a "Lost Prop	perty"					
report number. If the not be recorded by	this number is not filled in, your report the Department.	t will					
		PHONE ()				
Address of L	oss		VERNO	N, TEXAS Zi	ip		
Гуре of Loca	tion						
Date Propert	y Last Seen	Time _		AM or PM	AM or PM (circle one)		
Date Propert	y Discovered Missing	Time		AM or PM (circle one)			
- wo op	<i>J = 1</i> 2000 (01 00 1) 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			1 - 1 - 1 - 1 - 1	chere one)		
	REPORTING PERSO	ON AND WITNESS INFO	RMATION	(This is NOT Public In	formation)		
	GREPORT (RP) (If Different from Own	er) Race Sex	Birthday	Contact Phone	#		
Name: Home Address			() Other Phone #				
Street:	City:		Zip: _	()			
		PROPERTY					
QTY	,	Serial Numbers if Availa	ible)	COST EACH	TOTAL COST		
	DESCRIPTION			\$	3		
Additional Property	y Is To Be Entered On A Separate Sheet	of Paper	Т	Total Loss >>>>\$_			
JARRATIVE : (Bri	iefly describe what happened.)						

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In an effort to assist the Vernon College community who have lost personal property while allowing police officers to remain available for emergency situations, the Vernon Police Department has enabled citizens to complete their own Lost Property Reports. These reports are available to all citizens with the following guidelines:

- Lost Firearms cannot be reported with this form. In the event of a lost firearm, call 911 to make the report.
- As an official document, any falsifications on the form may result in Criminal Charges for "Filing a False Police Report".
- Lost Property is not a criminal action and therefore will not generate any police follow-up. If lost property is due to a crime being committed, you will need to call 911 to make your report.
- Property listed on this form WILL NOT be entered into any of the crime databases.
- Property lost outside of Vernon College or last seen outside of Vernon College Property may not be reported to the Vernon College Police Department. It must be reported to the agency with jurisdiction for that location.

To File your report:

- 1. Complete the *Lost Property Form* leaving the Report Number blank. Be as thorough as possible including description of the lost item and a brief explanation of where and how the property was lost.
- 2. Call (940) 552-6291 Ext. 2272 to obtain your Report Number. Inform the operator that you need a Report Number for a Lost Property Form.

PLEASE NOTE: FORMS WITHOUT A REPORT NUMBER ARE NOT OFFICIAL DOCUMENTS AND WILL NOT BE RECORDED BY THE POLICE DEPARTMENT.

- 3. Make a copy of the completed form this will be your official police report.
- 4. Mail the completed form to the following address:

Vernon College Police Department 4400 College Dr. Vernon, TX 76384 ATTN: Police