**LOST PROPERTY REPORT**

The completion of this report will document the loss of Personal Property other than FIREARMS. If the loss includes Firearms, DO NOT COMPLETE THIS FORM. (To report the loss of a firearm, call 911)

Mail Completed Form To:

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

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**NAME OF PERSON OWNING PROPERTY**

- **NAME**: __________________________
- **STREET**: _________________________
- **STATE**: __________________________
- **ZIP**: _____________________________
- **PHONE**: (______) __________________

**Address of Loss** ________________________________ **VERNON, TEXAS** **Zip** __________

**Type of Location** _____________________________________________________________

**Date Property Last Seen** _______________ **Time** _______ **AM or PM** (circle one)

**Date Property Discovered Missing** _______________ **Time** _______ **AM or PM** (circle one)

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**REPORTING PERSON AND WITNESS INFORMATION**

(This is NOT Public Information)

<table>
<thead>
<tr>
<th>PERSON MAKING REPORT (RP) (If Different from Owner)</th>
<th>Race</th>
<th>Sex</th>
<th>Birthday</th>
<th>Contact Phone #</th>
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<tbody>
<tr>
<td>Name: ____________________________ _______ _______ (______) ____________________</td>
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<tr>
<td>Home Address: ______________________ City: __________ Zip: ________ (______) __________</td>
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<tr>
<td>Street: ___________________________ City: __________ St: _____ Zip: ____ (______) __________</td>
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**PROPERTY**

<table>
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<tr>
<th>QTY</th>
<th>DESCRIPTION – (Serial Numbers if Available)</th>
<th>COST EACH $</th>
<th>TOTAL COST</th>
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Additional Property Is To Be Entered On A Separate Sheet of Paper

Total Loss >>>>>>$__________________

**NARRATIVE**: (Briefly 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**