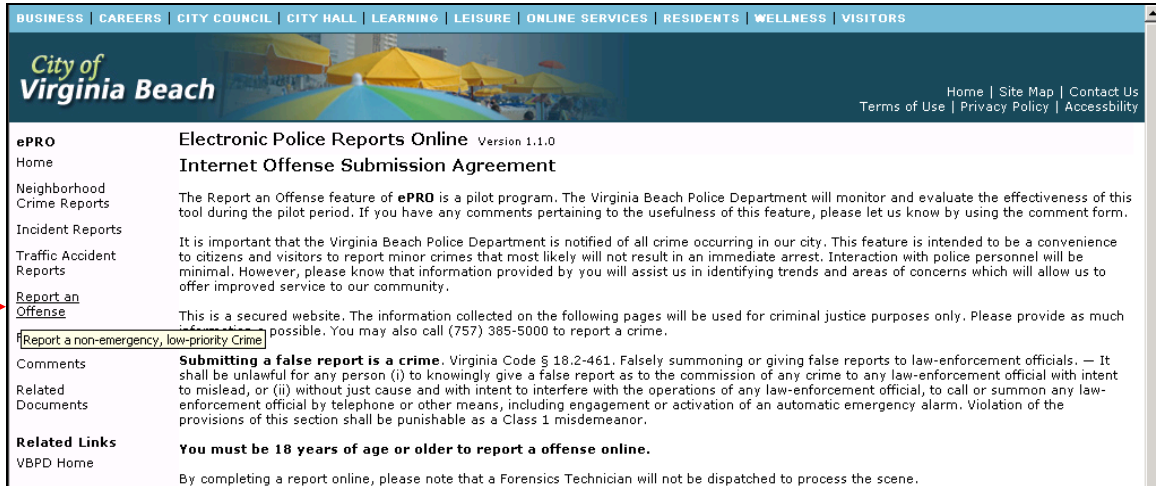


How to use ePRO: Report an Offense

1. Click on **Report an Offense** on the left navigation bar.



BUSINESS | CAREERS | CITY COUNCIL | CITY HALL | LEARNING | LEISURE | ONLINE SERVICES | RESIDENTS | WELLNESS | VISITORS

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Electronic Police Reports Online Version 1.1.0
Internet Offense Submission Agreement

The Report an Offense feature of **ePRO** is a pilot program. The Virginia Beach Police Department will monitor and evaluate the effectiveness of this tool during the pilot period. If you have any comments pertaining to the usefulness of this feature, please let us know by using the comment form.

It is important that the Virginia Beach Police Department is notified of all crime occurring in our city. This feature is intended to be a convenience to citizens and visitors to report minor crimes that most likely will not result in an immediate arrest. Interaction with police personnel will be minimal. However, please know that information provided by you will assist us in identifying trends and areas of concerns which will allow us to offer improved service to our community.

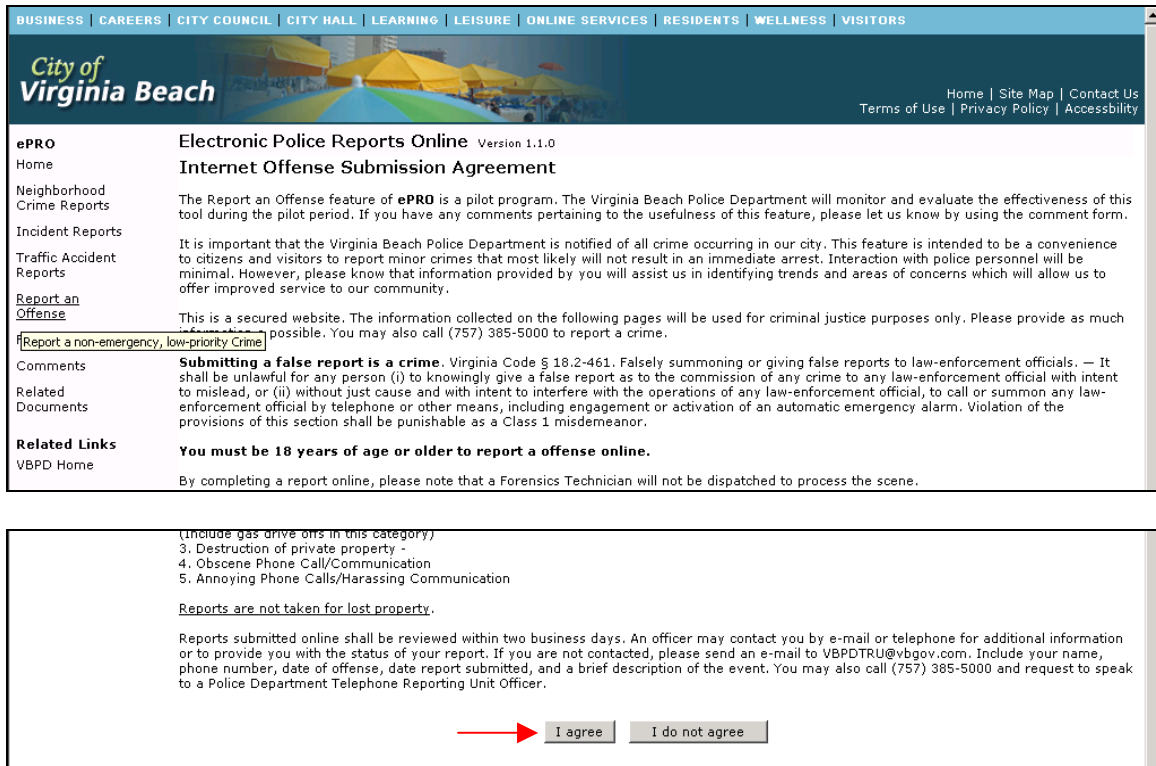
This is a secured website. The information collected on the following pages will be used for criminal justice purposes only. Please provide as much information as possible. You may also call (757) 385-5000 to report a crime.

Submitting a false report is a crime. Virginia Code § 18.2-461. Falsely summoning or giving false reports to law-enforcement officials. — It shall be unlawful for any person (i) to knowingly give a false report as to the commission of any crime to any law-enforcement official with intent to mislead, or (ii) without just cause and with intent to interfere with the operations of any law-enforcement official, to call or summon any law-enforcement official by telephone or other means, including engagement or activation of an automatic emergency alarm. Violation of the provisions of this section shall be punishable as a Class 1 misdemeanor.

You must be 18 years of age or older to report a offense online.

By completing a report online, please note that a Forensics Technician will not be dispatched to process the scene.

2. Read the **Internet Offense Submission Agreement** and click the **I Agree** button at the bottom on the page. You will not see this agreement again during the same Internet session. Text is located under **Related Documents** link on the left navigation bar.



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You must be 18 years of age or older to report a offense online.

By completing a report online, please note that a Forensics Technician will not be dispatched to process the scene.

(Include gas drive offs in this category)
3. Destruction of private property -
4. Obscene Phone Call/Communication
5. Annoying Phone Calls/Harassing Communication

Reports are not taken for lost property.

Reports submitted online shall be reviewed within two business days. An officer may contact you by e-mail or telephone for additional information or to provide you with the status of your report. If you are not contacted, please send an e-mail to VBPDTRU@vb.gov. Include your name, phone number, date of offense, date report submitted, and a brief description of the event. You may also call (757) 385-5000 and request to speak to a Police Department Telephone Reporting Unit Officer.

I agree **I do not agree**

3. You must respond to the following questions. If a report submission is ineligible, refer to the messages on the right on how to proceed.

The screenshot shows the 'ePRO Electronic Police Reports Online' interface. The left sidebar contains navigation links: Home, Neighborhood Crime Reports, Incident Reports, Traffic Accident Reports, Report an Offense, FAQs, Comments, Related Documents, and Related Links (VBPD Home). The main content area is titled 'Report an Offense' and asks five questions with radio button responses:

- Is this an emergency? ☒ Yes ☐ No
- Are you 18 years of age or older? ☐ Yes ☒ No
- Did this crime occur in Virginia Beach? ☐ Yes ☒ No
- Do you know the identity of the suspect? ☒ Yes ☐ No
- Are you reporting lost property? ☒ Yes ☐ No
- Is there evidence at the scene? ☒ Yes ☐ No

A red callout box on the right contains the following text:

- Please call 911 immediately.
- Please call (757) 385-5000 to report this crime.
- You may only report crimes that occurred in Virginia Beach.
- Please call (757) 385-5000 to report this crime.
- Reports are not taken for lost property.
- Please call (757) 385-5000 to report this crime.

A 'Continue' button is visible at the bottom of the form.

4. If the report is eligible base on your answers, the **Continue** button will be available. Click it to proceed.

This screenshot shows the same 'ePRO Electronic Police Reports Online' interface. In this scenario, the 'Continue' button at the bottom of the form is highlighted with a red arrow, indicating that the report is eligible for submission.

5. Complete the **Submitter Identification**.

The screenshot shows the 'Report an Offense' form on the Virginia Beach Electronic Police Reports Online portal. The 'Submitter Identification' section is highlighted with a red box. A red arrow points from a 'Requirements' box to the 'Last' field in the 'Your Name' section. The form includes fields for Title, First, Middle, Last, Social Security#, Driver's License#, Number, State, Gender, Race, Date of Birth, and Ethnicity. A note at the top states: 'Fields marked with * are required. Only offenses that occurred in Virginia Beach, VA may be reported.'

Submitter Identification

Please identify yourself. **Requirements:** Last name, first name, middle initial, and date of birth. If you are reporting an offense on the behalf of a business, enter your name here and include the name and address of the business in the narrative. (Data will not be saved until you click the Submit button.)

Your Name: Title First* Middle* Last*
Social Security#: 9 digits only; no dashes Driver's License#: Number State (Note: Use NS for non-US addresses)
Gender: ☒ Male ☐ Female Race:
Date of Birth*: Ethnicity:

Requirements

6. Complete the **Submitter Contact Information**.

The screenshot shows the 'Submitter Contact Information' section of the form. A red box highlights the 'Requirements' text. A red arrow points from the 'Requirements' box to the 'Home Phone' field. The form includes fields for Email Address, Home Phone, Mobile Phone, Work Phone, Preferred Time, Home Address, Employer, and Work Address. A note at the bottom states: 'Note: Select [State] = NS for non-US addresses.'

Submitter Contact Information

Please provide your contact information. **Requirements:** Your e-mail address, at least one phone number, and either a home address or work address. (Data will not be saved until you click the Submit button.)

Email Address*: Home Phone: Preferred Time:
Mobile Phone:
Work Phone: Anytime
*Please enter your email address, at least one phone number and at least one address.

Home Address: Number Street Apt/Floor City State Zip Country
Employer:
Work Address: Number Street Apt/Floor City State Zip Country
Note: Select [State] = NS for non-US addresses.

Requirements

7. Complete the **Offense Information**.

The screenshot shows the 'Offense Information' section of the form. A red box highlights the 'Requirements' text. A red arrow points from the 'Requirements' box to the 'Select Offense' dropdown menu. The form includes fields for Select Offense, Occurred on, Occurred thru, Location where Offense occurred, Name of Establishment, City, State, and Zip. A link for 'Offense Descriptions' is visible. A note at the bottom states: 'Enter dates in [MM/DD/YYYY] format. Enter times in [hh:mm TT] format where TT is AM or PM.'

Offense Information

Please provide information regarding the offense. **Requirements:** offense, date/time of offense, street where offense occurred. City and state are defaulted. If you know the exact date and time of the offense, enter the same date and time in both fields. Otherwise, enter a date and time in the first field of when the items were last secured. Enter a date and time in the second field of when the items were discovered stolen. (Data will not be saved until you click the Submit button.)

Select Offense*: Offense Descriptions
Occurred on*: 11/6/2006 3:01 PM
Occurred thru*: 11/6/2006 3:01 PM
Enter dates in [MM/DD/YYYY] format. Enter times in [hh:mm TT] format where TT is AM or PM.

Location where Offense occurred:
Name of Establishment (if it applies)
Number Street* Apt/Floor City* Virginia Beach VA Zip

Requirements

8. You must select an offense from the pull-down menu. Report offenses not on the list by calling (757) 385-5000.

Offense Information
Please provide information regarding the offense. **Requirements:** offense, date/time of offense, street where offense occurred. City and state are defaulted. If you know the exact date and time of the offense, enter the same date and time in both fields. Otherwise, enter a date and time in the first field of when the items were last secured. Enter a date and time in the second field of when the items were discovered stolen. (Data will not be saved until you click the Submit button.)

Select Offense:*

Occurred on:*

Occurred thru:*

Location where Offense occurred:

Annoying Phone Calls/Harassing Communication (902Z)
Destruction of Private Property (290B)
Larcenies under \$500 (23H)
Larceny from Motor Vehicle Under \$500 (23F)
Obscene Phone Call/Communication (902H)

TT format where TT is AM or PM.

Name of Establishment (if it applies)

Number

Street*

Apt/F

Offense Descriptions

Click Offense Descriptions to display the Offense Listing for Internet Submissions.

ePRO Submission Offense Codes Master - Microsoft Internet Explorer

Offense Listing for Internet Submissions

Description	Code	Information
Annoying Phone Calls/Harassing Communication	902Z	Virginia Code § 18.2-429 - Any person who, with or without intent to communicate but with intent to annoy any other person, causes any telephone or digital pager, not his own, to ring or to otherwise signal, and any person who permits or condones the use of any telephone under his control for such purpose shall be guilty of a Class 3 misdemeanor. To submit a report, you must have received three or more annoying/harassing phone calls. In the Offense Narrative section include: 1. Where calls were received (e.g. residence, business, cell phone, etc.) 2. Nature of call (e.g. hang-ups, stay on the line calls, calls received after notification to stop, etc.) 3. Refer to phone company for policy on tracing information (e.g. *57 for land lines.) This is used in court for prosecution. Cell phones may differ. Contact your cell phone provider. 4. Keep a log of date and times when calls were received.
Destruction of Private Property	290B	To willfully or maliciously destroy, damage, or deface property without the consent of the owner or the person having custody or control of it. (See Virginia Code § 18.2-137) Items damaged must be valued under \$500. If over, call 385-5000 to file report. In the Offense Narrative section include: 1. Location where property was damaged (e.g. car in driveway, fence, yard, business window, front door, etc.) 2. Describe what property was damaged and how (e.g. window shot out with BB gun, kicked in fence, vehicle keyed, smashed mailbox with blunt object, etc.)
Larcenies under \$500	23H	The unlawful taking and removing of another's personal property with the intent of permanently depriving the owner. (See Virginia Code § 18.2-95. Grand larceny defined; how punished OR Virginia Code § 18.2-96. Petit larceny defined; how punished.) Items taken must be valued under \$500. If over, call 385-5000 to file report. In the Offense Narrative section include: 1. Location where items were taken from (e.g. yard, restaurant, office, recreation center, beach, boardwalk, etc.) 2. List all property taken in property section with serial numbers if available
Larceny from Motor Vehicle Under \$500	23F	The unlawful taking and removing of another's personal property from a motor vehicle with the intent of permanently depriving the owner, whether locked or unlocked. (See Virginia Code § 18.2-95. Grand larceny defined; how punished OR Virginia Code § 18.2-96. Petit larceny defined; how punished.) Items taken must be valued under \$500. If over, call 385-5000 to file report. In the Offense Narrative section include: 1. Where the vehicle was located (e.g. driveway, street, parking lot etc.) 2. How the entry was made (e.g. entered through passenger window/door, doors locked/unlocked, etc.) 3. Location where items were taken from (e.g. under seat, glove box, dashboard, trunk, etc.) 4. List all property taken in property section 5. List vehicle in vehicle section 6. Describe damage, if any

Virginia Code § 18.2-427 - If any person shall use obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act with the intent to

Start

Inbo...

VBP...

Adob...

How ...

How ...

How ...

ePRO...

N

3:14 PM

9. Once you have selected an offense, the offense requirements will display.

Offense Information

Please provide information regarding the offense. **Requirements:** offense, date/time of offense, street where offense occurred. City and state are defaulted. If you know the exact date and time of the offense, enter the same date and time in both fields. Otherwise, enter a date and time in the first field of when the items were last secured. Enter a date and time in the second field of when the items were discovered stolen. (Data will not be saved until you click the Submit button.)

Select Offense: **Larceny from Motor Vehicle Under \$500 (23F)** [Offense Descriptions](#)

The unlawful taking and removing of another's personal property from a motor vehicle with the intent of permanently depriving the owner, whether locked or unlocked. (See Virginia Code § 18.2-95. Grand larceny defined; how punished OR Virginia Code § 18.2-96. Petit larceny defined; how punished.)

Items taken must be valued under \$500. If over, call 385-5000 to file report.

In the Offense Narrative section include:

1. Where the vehicle was located (e.g. driveway, street, parking lot etc.)
2. How the entry was made (e.g. entered through passenger window/door, doors locked/unlocked, etc.)
3. Location where items were taken from (e.g. under seat, glove box, dashboard, trunk, etc.)
4. List all property taken in property section
5. List vehicle in vehicle section
6. Describe damage, if any

Occurred on: **11/6/2006** **3:01 PM**

Occurred thru: **11/6/2006** **3:01 PM**

Enter dates in [MM/DD/YYYY] format. Enter times in [hh:mm TT] format where TT is AM or PM.

Location where Offense occurred:

Name of Establishment (if it applies)

Number Street* Apt/Floor City* Virginia Beach State* VA Zip

10. Depending on the offense selected, the **Involved Properties** and/or the **Involved Vehicles** entry form will display.

Involved Properties

Please identify involved properties. **Requirements:** make, model, and/or description must be supplied. Enter as much information as possible then click add. You may continue to add more property, edit existing property, or remove existing property by using the corresponding link. (Data will not be saved until you click the Submit button.)

Quantity Description Total Value

Make/Brand: Model:

Serial Number(s): [Add](#)

Fill in the property information fields above, then click the [Add] link to append to the list of involved properties below.

Qty	Description	Make	Model	Serial#s	Total Value
-----	-------------	------	-------	----------	-------------

Involved Vehicles

Please identify involved vehicles. **Requirements:** year, make, model and/or description must be supplied. Enter as much information as possible then click add. You may continue to add more property, edit existing property, or remove existing property by using the corresponding link. (Data will not be saved until you click the Submit button.)

Year Make Model Description Colors, Type (Car,SUV,Truck,etc.), Style (2DR,4DR,etc.) Repair Cost

License State and Tag# Vehicle ID Number (VIN)

Fill in the Vehicle information fields above, then click the [Add] link to append to the list of involved vehicles below.

Year	Make	Model	Description	LicTag#	VIN	Value
------	------	-------	-------------	---------	-----	-------

11. Enter as much information as possible for property and vehicles and click **Add**. (Vehicle section operates identical to property section. Vehicle not shown.)

Involved Properties

Please identify involved properties. **Requirements:** make, model, and/or description must be supplied. Enter as much information as possible then click add. You may continue to add more property, edit existing property, or remove existing property by using the corresponding link. (Data will not be saved until you click the Submit button.)

Quantity Description Total Value

Make/Brand: Apple Model:

Serial Number(s): 123456 [Add](#)

Fill in the property information fields above, then click the [Add] link to append to the list of involved properties below.

Qty	Description	Make	Model	Serial#s	Total Value
1	30 GB iPod with Video Playback Black	Apple		123456	\$ 300

12. Click **Edit** to modify your entry. Click **Delete** to remove your entry.

Involved Properties

Please identify involved properties. **Requirements:** make, model, and/or description must be supplied. Enter as much information as possible then click add. You may continue to add more property, edit existing property, or remove existing property by using the corresponding link.
(Data will not be saved until you click the Submit button.)

Quantity: Description: Total Value: \$

Make/Brand: Model:

Serial Number(s):

Qty	Description	Make	Model	Serial#s	Total Value	Edit	Delete
1	purse				\$50	Edit	Delete
1	30 GB iPod with Video Playback Black	Apple			\$300	Edit	Delete

13. Complete the **Offense Narrative** section. Refer to the **Offense Information** section for help with completing the narrative. Click **Submit** to continue.

Offense Narrative

Please provide additional information regarding the offense as listed under the Select Offense field. If you are reporting an offense on the behalf of a business, enter your name information in the submitter identification section and include the name and address of the business in this section.
(Data will not be saved until you click the Submit button.)

Explain the incident here:

Requirements

Offense Information

Please provide information regarding the offense. **Requirements:** offense, date/time of offense, street where offense occurred. City and state are defaulted. If you know the exact date and time of the offense, enter the same date and time in both fields. Otherwise, enter a date and time in the first field of when the items were last secured. Enter a date and time in the second field of when the items were discovered stolen.
(Data will not be saved until you click the Submit button.)

Select Offense: * [Offense Descriptions](#)

The unlawful taking and removing of another's personal property from a motor vehicle with the intent of permanently depriving the owner, whether locked or unlocked. (See Virginia Code § 18.2-95. Grand larceny defined; how punished OR Virginia Code § 18.2-96. Petit larceny defined; how punished.)

Items taken must be valued under \$500. If over, call 385-5000 to file report.

In the Offense Narrative section include:

1. Where the vehicle was located (e.g. driveway, street, parking lot etc.)
2. How the entry was made (e.g. entered through passenger window/door, doors locked/unlocked, etc.)
3. Location where items were taken from (e.g. under seat, glove box, dashboard, trunk, etc.)
4. List all property taken in property section
5. List vehicle in vehicle section
6. Describe damage, if any

Secured on: *

Discovered thru: *

Enter dates in [MM/DD/YYYY] format. Enter times in [hh:mm TT] format where TT is AM or PM.

Location where Offense occurred:

Name of Establishment (if it applies):

Number: Street*: Apt/Floor: City*: State*: Zip:

Refer to this section when completing the narrative.

14. If you are ready to submit your report, click **OK**.

Microsoft Internet Explorer

Are you sure you want to submit this offense report?

Offense Narrative

Please provide additional information regarding the offense as listed under the Select Offense field. If you are reporting an offense on the behalf of a business, enter your name information in the submitter identification section and include the name and address of the business in this section.
(Data will not be saved until you click the Submit button.)

Year	Make	Model	Value	Edit	Delete
2002	Honda	Civic	\$500	Edit	Delete

15. If errors exist in your report, messages will appear under the **Submit** button. Fix the errors as indicated and click **Submit** again.

A screenshot of a web form. At the bottom, there is a "Submit" button. Below the button, a red-bordered box contains the text "Please enter your email address." The rest of the form is mostly empty with some faint labels.

16. The **Confirm Offense Report** window will display. Review the report. Click **Make Changes** to edit the report, click **Confirm** to submit the report, or click **Cancel** to delete the report from the system.

A screenshot of the "Confirm Offense Report" window in the ePRO system. The window has a header with navigation links: BUSINESS, CAREERS, CITY COUNCIL, CITY HALL, LEARNING, LEISURE, ONLINE SERVICES, RESIDENTS, WELLNESS, VISITORS. Below the header is the "City of Virginia Beach" logo and a "Home | Site Map | Contact Us" link. The main content area is titled "Electronic Police Reports Online Version 1.1.0" and "Confirm Offense Report". It states "Your internet offense report has been saved. Please confirm." and has three buttons: "Make Changes", "Confirm", and "Cancel". Below this is a form with the following sections:

- NOT CONFIRMED BY SUBMITTER**
- Virginia Beach Police Department INTERNET OFFENSE REPORT**
- Tracking#: 2006EPRO110001**
- NOTE TO SUBMITTER:** Your internet offense report has been saved. Please confirm.
- SUBMITTED BY:**
 - Title: [Empty]
 - Firstname: **John**
 - Middlename: **D**
 - Lastname: **Smith**
 - Name Suffix: [Empty]
- SSN:** 123456789
- License#:** T987654 VA
- Gender:** M
- Date of Birth:** 01/01/1970
- Race:** WHITE
- Ethnicity:** [Empty]
- SUBMITTED ON:**
 - Date: 11/06/2006
 - Time: 04:06 PM
- CONTACT INFORMATION:**
 - Email Address: slmorris@vbgov.com
 - Phone Numbers: W: 7573858921 (Call 7AM-5PM)
 - Employer: [Empty]

16. After clicking Confirm, click **OK** to proceed.

A screenshot of the "Confirm Offense Report" window with a confirmation dialog box. The dialog box is titled "Microsoft Internet Explorer" and contains a question mark icon and the text "Are you sure you want to CONFIRM this offense report?". It has "OK" and "Cancel" buttons. The background window is partially visible, showing the same form as the previous screenshot.

17. Read the message displayed and print a copy of the report for your records.

The screenshot shows the 'Confirm Offense Report' page of the ePRO system. The page header includes navigation links like BUSINESS, CAREERS, CITY COUNCIL, etc., and the City of Virginia Beach logo. The left sidebar lists options: Home, Neighborhood Crime Reports, Incident Reports, Traffic Accident Reports, and Report an Offense. The main content area has a title 'Electronic Police Reports Online Confirm Offense Report' and a version number '1.1.0'. It includes a thank-you message and a 'Display Printer Friendly Version' button. A table at the bottom contains submission details. Annotations include a red box around the 'Report an Offense' link with the text 'Read message for information regarding the processing of your report.', a red box around the 'Display Printer Friendly Version' button with the text 'Click is to display a printer friendly version of the report.', and a red arrow pointing to the main content area.

City of Virginia Beach

ePRO
Home
Neighborhood Crime Reports
Incident Reports
Traffic Accident Reports
Report an Offense

Electronic Police Reports Online Version 1.1.0
Confirm Offense Report

Thank you for confirming the offense report. Please print this page for your records.

Reports submitted online shall be reviewed within two business days. An officer may contact you by e-mail or telephone for additional information or to provide you with the status of your report. If you are not contacted, please send an e-mail to VBPDRU@vbgov.com. Include your name, phone number, date of offense, date report submitted, and a brief description of the event. You may also call (757) 385-5000 and request to speak to a Police Department Telephone Reporting Unit Officer.

[Display Printer Friendly Version](#)

Virginia Beach Police Department
INTERNET OFFENSE REPORT

Tracking#:
2006EPRO110001

NOTE TO SUBMITTER:
Thank you for confirming the offense report. Please print this page for your records.

Reports submitted online shall be reviewed within two business days. An officer may contact you by e-mail or telephone for additional information or to provide you with the status of your report. If you are not contacted, please send an e-mail to VBPDRU@vbgov.com. Include your name, phone number, date of offense, date report submitted, and a brief description of the event. You may also call (757) 385-5000 and request to speak to a Police Department Telephone Reporting Unit Officer.

SUBMITTED BY:

Title:		SSN:	123456789	SUBMITTED ON:	
Firstname:	John	License#:	T987654 VA	Date:	11/06/2006
Middlename:	D	Gender:	M	Time:	04:06 PM
Lastname:	Smith	Date of Birth:	01/01/1970		
Name Suffix:		Race:	WHITE		
		Ethnicity:			

17. Refer to **FAQs** for additional help with the **Report an Offense** feature of ePRO.

This screenshot is identical to the one above, but with an additional annotation: a red arrow points to the 'FAQs' link in the left sidebar, which is highlighted with a red box. The sidebar also includes links for 'Comments', 'Frequently Asked Questions', 'Related Documents', and 'Related Links' (with a link to 'VBPD Home').