

HARVARD POLICE DEPARTMENT

"Winning with Teamwork"

Crime Stoppers Tip Sheet

Date Received: _____ Time Received: _____ Tip Sheet Number: _____

Dispatcher Name: _____ Referred to: _____

Type of Crime: _____ Date of Crime: _____

Location of Crime: _____

Suspect #1 Information

Name: _____ Sex: _____ DOB: _____

Address: _____

Race: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Glasses: _____ Scars/Marks/Tattoos: _____

Miscellaneous: _____

Suspect #2 Information

Name: _____ Sex: _____ DOB: _____

Address: _____

Race: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Glasses: _____ Scars/Marks/Tattoos: _____

Miscellaneous: _____

Fill out a separate sheet for more suspects and attach

Vehicle Information

Year: _____ Make: _____ Model: _____ License Plate: _____

State: _____ Color: _____

Miscellaneous: _____

Fill out a separate sheet for more vehicles and attach

(Turn over for more)

Miscellaneous Information

Caller Information

How does the caller know the information is true: _____

Caller Name (does not have to give): _____

Caller Telephone Number (does not have to give): _____

Caller Address (does not have to give): _____

Does Caller want to testify (circle one): YES NO Does Caller want reward (circle one): YES NO

Dispatcher Signature: _____ Date: _____

To be filled out by Sworn Personnel

Case referred to: _____ Report Number: _____

Disposition: _____

Call back Date: _____

Any recoveries: _____

Other notes: _____

This Crime Stoppers Tip Sheet is property of the Harvard Police Department Crime Stoppers. It is not to be given to any Court or Attorney. The proper procedure with tip sheets is to assign the tip sheet to a law enforcement officer for investigation or to aid in an ongoing investigation. At the bottom of the tip sheet there is a return date for the tip sheet to be returned to the Harvard Police Crime Stoppers coordinator. The entire tip sheet should be returned on the return date with a disposition. If the case was solved, it is important to include the case number and amount of recovered property, drugs, or cash. Under no circumstances should a tip sheet be included in a case file or turned over to a State's Attorney or anyone else.