

## Benefits of Filing Online Reports

1. Filing an online report is convenient. You do not have to wait for a deputy to be available or take time away from work or class.
2. The system allows the reporting party to file from any location with this mobile friendly system.
3. Online filing is easy, safe and secure.
4. You will be able to print a free copy of your report, which will be emailed to you once it is approved.
5. Law enforcement agencies need an accurate gauge of all crimes committed in their jurisdiction, whether big or small. Often these reports help track crime trends, which can be useful in developing enforcement and prevention strategies.
6. Online reporting allows patrol deputies to be readily available for emergencies and other high-priority situations. It also gives them more time for proactive police work.
7. Statistics will more accurately reflect activity and crime rates in our area.



## Sheriff's Message



The Santa Barbara Sheriff's Office is proud to announce a new online reporting system for our citizens. This web-based reporting system will allow the public to file certain types of reports over the internet at their convenience. We expect this reporting service to be very popular among citizens who have come to expect law enforcement services to be provided expediently.

This quick and easy service will allow the public to file a report at a time that is best for them, without having to wait for a deputy to respond or call them back. In return, this web-based reporting option will allow deputies more time to address other community needs, increasing efficiency while keeping pace with public expectations of law enforcement.

We hope the convenience and ease of our online reporting system will serve you as an additional public service tool. It is our pleasure and honor to continue to protect and serve the people of Santa Barbara County.

Respectfully,

A handwritten signature in blue ink that reads "Bill Brown".

BILL BROWN  
Sheriff—Coroner

## FILING A CITIZEN ONLINE REPORT



**SANTA BARBARA COUNTY  
SHERIFF'S OFFICE**



**WWW.SBSHERIFF.ORG**

# Criteria for Online Reporting

## For emergencies, always call 9-1-1

This system is designed to report certain types of incidents and is not meant to take the place of calls that require a deputy's prompt response.

### What is required to file an online police report?

- ◆ Person making the report must be the **victim** and must be **18 years or older**.
- ◆ You must have a **valid email address** where we could email you a PDF copy of your report.
- ◆ The Incident must have occurred within the **unincorporated areas of Santa Barbara County**, in a **County owned building**, or within the cities of **Carpinteria, Goleta, Solvang, or Buellton**.
- ◆ The incident cannot be in progress.
- ◆ There is no suspect information or evidence that can identify a suspect.
- ◆ The crime cannot involve the use or threat of a weapon/gun/knife, etc.
- ◆ No crimes involving burglary – where someone entered your home, business, garage, or locked vehicle.
- ◆ Stolen vehicles or theft of vehicle license plates are not online reportable.
- ◆ Thefts of firearms and ammunition cannot be filed online.

**IF YOU ARE UNSURE IF YOU SHOULD FILE AN ONLINE REPORT, OR IF YOU NEED NON-EMERGENCY DEPUTY ASSISTANCE, PLEASE CALL (805) 683-2724.**

# Getting Started

The CopLogic Online Police reporting system will guide you through the report process.

Go to [sbsheriff.org](http://sbsheriff.org) and click on "Filing an Online Report." You will be directed to the online reporting page.

You will be prompted to answer a few questions to determine if the incident you are reporting meets the qualifying criteria for online reporting.

Select the crime or incident you are reporting:

- Theft**
- Credit Card Fraud**
- ID Theft**
- Harassing Phone Calls**
- Lost Property**
- Civil Disputes**
- Trespassing**
- Child Custody Disputes**
- Vandalism**
- Vacation Checks**
- Animal Complaints**

Please be sure we can contact you if needed. An accurate email address and phone number are important.

Be as descriptive as you can in your report. It is always better to write more information than too little.

You will be able to add attachments such as documents and digital photographs. There is a 6 MB limit per attachment. Videos cannot be attached due to the data size, but you can deliver a CD/DVD/Memory stick to a deputy to be added to your report.

Please include the serial numbers of stolen/lost property if at all possible. If a serial number is attained after the initial report is completed, you can go back online and write a short supplemental report to add the serial number. You will need the assigned SBSO case number.

# What Happens Next?

Once your police report is finished, click "Submit."

You should receive a message that says "Your online police report has been submitted" to confirm that your report is complete.

You will be issued a temporary report number beginning with the letter "T" (e.g., T123456).

Reports filed online are reviewed by a Santa Barbara County Sheriff's Office (SBSO) patrol supervisor.

Once your report is reviewed by a patrol supervisor one of the following will occur:

- You will be assigned a permanent SBSO case number (e.g., 16012345) and emailed a PDF copy of your report for your records.
- You may be contacted if further information is needed for your report.
- You will be notified if your report is declined for any reason.



**\*\*REMEMBER\*\***

**FILING A FALSE POLICE**

**REPORT IS A CRIME!**

**California Penal Code §148.5**