



The online reporting form is designed for minor criminal offenses that do not require the immediate response of a police officer, i.e. theft, criminal damaging, vehicle break-ins, etc. The reporting form should not be used for crimes in progress, offenses of violence, any incidents where there is possible physical evidence available, ie fingerprints, DNA evidence, toolmark or shoe impressions. If you are uncertain on whether a police officer should respond, request that an officer contact you or simply respond to the scene.

Instructions for completing the online incident reporting form:

Reporting party: Provide as much information as possible should the officer be required to contact you to verify information.

Photographs: Should be taken in a macro and micro fashion. A macro picture would be an overview of the location or damaged property. A micro picture would be a close-up picture that provides greater detail for the investigating officer.

Party Involvement: Check the appropriate box to identify an individuals' involvement in the offense. Should there be any other parties involved, ensure their contact information is up to date for follow up purposes.

Narrative: A detailed description explaining the Who, What, When, Where, Why and How of the incident. The narrative section will allow for a listing of vehicle identifiers, i.e. year, make, model, and license plate; stolen and/or damaged property, which includes quantity, replacement and/or replacement costs; and any other information relevant to the investigation. Be concise and descriptive.

Upon completion of the form, the online reporting form and photographs will be emailed to ppdreports@painesville.com. Once received, an officer will be in contact with you to verify and ask any questions pertinent to the investigation and filing of the report. Should you have any questions or need assistance in completion of the form, you can contact the Painesville Police Department at 440.392.5840. Thank you for your assistance.

Sgt. Eric Miller