

# Stratford Police Department News Release

## For Immediate Release: Online Self Reporting System

The Stratford Police Department has initiated a new “SELF REPORTING” system in order to help streamline the reporting process and provide greater access to the community. The system is intended to assist persons with reporting routine incidents which may not require officers to respond to their homes/ businesses or locations directly. This system also does not replace the 911 system for true emergencies that require an immediate response.

The online link for the site is: [www.citizenselfreporting.com/Agencies/stratfordpdct](http://www.citizenselfreporting.com/Agencies/stratfordpdct)

That will bring a person to the home page which explains how the system can be used and for what types of incidents. Anyone using this system must have a current/valid email address which the system will verify prior to giving access to using the system (email verification is sent for confirmation). Once the verification is received and clicked a person can enter the system and follow the steps to reporting an incident. That process is a step by step question process to be completed by the citizen. There are options in each step (lots of drop down answers available). When the citizen completing the report enters an answer with anything that the system feels needs to be reported directly to the police it will notify them, at which point the process will end and they will need to make a regular report (such as they know the suspect etc.).

Once the citizen completes the process and submits a report they will receive a verification email stating their report has been submitted and will be reviewed by the PD to determine if it meets the criteria to be processed which may take at least 5 business days.

If a report is reviewed and determined to be valid then it will be assigned a case number and formally entered into the police incident report system. The complainant will be notified of the case number by email. A copy of the completed report can be picked up at the records division after this action, or retrieved from the DOCVIEW online report system.

This system will also be available at PD lobby as a kiosk that IT will set up for walk-ins that meet this criteria.

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