

Q: What do I do if online incident reporting is not for me?

A: **If your incident is an emergency, call 911.** If not, call Prince William County Police Communications at 703-792-6500.

Q: What if this incident occurred in another jurisdiction? Can I file a report in Prince William County?

A: If your incident took place outside of Prince William County, you must call the police department for that jurisdiction. The exception is if you are filing a lost property report (which is not a crime). As a courtesy to County residents, a lost property report may be filed regardless of where it occurred. Please use your home address for the **"Location of Offense"** on the report, if it happened outside of the Prince William County limits.

Q: What is a known suspect?

A: A known suspect is when you, or someone else, knows the person, or where to find the person who committed the crime, or has the license plate number of the vehicle the suspect was in.

Q: What if I am younger than 18 years of age?

A: Have an older family member, usually a parent or legal guardian, file the report for you.

Q: What if this incident occurred on the interstate?

A: If your incident took place on I-66 or I-95 within Prince William County limits, call the Virginia State Police at 703-803-0026.

Q: What if the incident that I wish to report is not one of the approved incidents?

A: There are many types of incidents that may **NOT** be reported online. These include, but are not limited to: assaults, domestics, robberies and burglaries, fights, identity theft, auto accidents, credit card fraud, and calls involving animals, guns or narcotics. Call Police Communications at 703-792-6500 to see if an officer is required to respond to your particular call, or if it can be handled by our Telephone and Online Reporting Unit.

Q: What if I do not have a personal email address?

A: You must have a personal email address so that both a temporary report number, and copy of your report, as well as the final assigned case number, may be emailed to you after approval by Police Department personnel. If you do not have access to a computer or do not have a personal email address, you may still file your report via telephone by calling 703-792-6500 and requesting that a Tele-Serv Operator call you.

Officer's Name: \_\_\_\_\_

Officer's Code: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Case Number: \_\_\_\_\_

# CITIZEN ONLINE INCIDENT REPORTING



**Prince William County  
Police Department**

**Telephone & Online  
Reporting Unit**  
[TeleServ@pwcgov.org](mailto:TeleServ@pwcgov.org)

**A Nationally Accredited Law Enforcement Agency**



## FILE A POLICE REPORT ONLINE

Welcome to the Prince William County Police Online Reporting System. **If this is an emergency please call 911 now.** Using this system allows you to submit a report immediately. Please confirm the following to find out if online reporting is right for you.

- This is not an emergency
- This incident occurred within Prince William County
- There are no known suspects
- You are 18 years of age or older
- The type of incident you wish to report is permitted (**Refer to Incident Categories**)
- You have a personal email address

If you answered **YES** to all of the above statements, you are ready to file your report online by typing the following information into your web browser:  
<http://www.pwcgov.org/police/report/#>

Please make sure to turn off your pop-up blocking software before filing the report. If you answered **NO** to any of the statements, please look at our **Online Citizen Police Report Frequently Asked Questions** section. You may also call our non-emergency number, 703-792-6500, and choose to have certain incident types taken over the phone by our Telephone and Online Reporting Unit, or have an officer respond.

Upon completion of this report process you will:

- See the words: “your online police report has been submitted,” showing that your incident report is complete.
- Be given a temporary report number.
- Be able to print a copy of the temporary report to keep for your records.

### Please Note:

- All incidents that are reported online will be reviewed.
- Upon review, if further investigation of your case is required, you may be contacted.
- **§18.2-461: FILING A FALSE POLICE REPORT IS A CRIME!**

Filing a false police report is a Class 1 misdemeanor, punishable by confinement in jail for not more than 12 months, or a fine of not more than \$2,500, or both.

## Incident Categories:

By using the Prince William County Police Online Incident Reporting System, you may report the following incidents:

- Larceny/Theft
- Larceny/Theft From Auto
- Vandalism
- Hit and Run
- Harassing Calls, Texts and Emails
- Lost Property
- Vandalism to Auto
- Supplement to a Report Already Filed

A final confirmation with a permanent report number will be emailed to you. Please add [VaPrinceWilliamCountyPd@coplogic.com](mailto:VaPrinceWilliamCountyPd@coplogic.com) to your email contacts so that our notification is not rejected as “spam” or junk email. Please note that this address cannot receive emails.

Police Non-Emergency  
**(703) 792-6500**

Fire Rescue Police  
Emergency Dial  
**9-1-1**