

Reporting a Crime and Filing an Incident Report



Timely accounts of incidents are crucial in solving crimes ... knowing how and what to report is important.

Crimes, suspicious activity or behavior, and other emergencies can be reported by calling:

9-1-1

Always dial 9-1-1 immediately if someone is hurt, threatened or in danger, or if you believe you are witnessing a crime in progress or about to occur.



(909) 595-2264

Call the Sheriff's Station's non-emergency line if the crime has already occurred, there is no immediate threat or danger, and there is no sign of a suspect.



When filing a report by phone, it is important to recall or have at hand as many details as possible. Be ready to provide the following to the dispatcher:

As an alternative to calling in a crime or incident, you may also file a report online using the Sheriff's Online Report Tracking System (SORTS) if there is no emergency and the:



- Lost or stolen property is valued \$950 or less.
- Theft from an unlocked vehicle or other open or unsecured area is valued \$950 or less.
- Damage from the vandalism, excluding graffiti, is valued \$400 or less.

<https://lasd.org/walnut-diamond-bar/>

SORTS can also be used to file a supplemental report to provide additional information to your report, such as additional property losses or identifying details of stolen property such as a serial number.

After a crime report is filed:

A case is opened and a report number is assigned so that the crime or incident can be investigated. If needed for future reference or to file an insurance claim, individuals involved in the incident (reporting witness, suspect or property owner) a copy of the crime report or case number is available upon request.

Filing a false report is a crime.



A brief statement of the situation and the address or location.



A description of the individual(s) involved (gender, age, ethnicity, height, weight, clothing, and any distinguishing features).



Details of the suspect(s) mode and direction of travel (vehicle, bicycle or on foot). If a vehicle is involved, what is the make, model, year, color and license plate number.



Your name, address, and phone number.

IMPORTANT: Stay on the line until the Sheriff's dispatcher disconnects the call.

Contact Us

publicsafety@diamondbarca.gov
(909) 839-7010 or (909) 348-8334

This leaflet is part of a series of public safety-related materials co-created by City of Diamond Bar and L.A. County Sheriff's Department and available on the City website for viewing, downloading and sharing.

www.diamondbarca.gov/publicsafety

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