



**REPORT OF CRIME/INCIDENT ON STATE PROPERTY  
MISSING/LOST PROPERTY**

STD. 99 (REV. 11-2006)

**General Information**

**EITHER**

The STD. 99 is to be completed by the California Highway Patrol (CHP) officer when responding to a report of crime/incident on state owned or state leased property.

**OR**

The STD. 99 is to be completed by a state agency representative if a crime/incident occurs on state owned or state leased property and the CHP did not respond and take a report. A STD. 99 is required when no law enforcement was contacted, or a report was made to a law enforcement agency other than CHP.

**NOTE: ONLY ONE STD. 99 SHALL BE SUBMITTED PER INCIDENT**

**INSTRUCTIONS FOR COMPLETING THE STD. 99 BY ITEM NUMBER**

1. Date of crime/incident.
  - 1A. Enter date crime/incident occurred (if known).
  - 1B. Enter date crime/incident discovered.
2. Enter type of crime/incident.
3. Enter name of party reporting crime/incident.
4. Enter department or agency name reporting crime/incident (e.g., Department of Motor Vehicles).
5. Enter address where crime/incident occurred.
6. Enter phone number where reporting party can be contacted.
7. Indicate if law enforcement (other than CHP) responded to a report regarding crime/incident. Enter name of responding law enforcement agency (e.g., Sacramento Police Department).

**Note:** If CHP responded to a report of crime or incident, the reporting agency does not need to complete a STD. 99 report.
8. Enter case number as provided by responding law enforcement (if applicable).
9. Enter 1st subject information. } Indicate if person involved is a victim, suspect, or witness & check the
10. Enter 2nd subject information. } appropriate box to identify subjects purpose on state property (employee,
11. Enter 3rd subject information. } visitor, or other).

Indicate type of Workplace Violence (if applicable).
12. Indicate state facility type.
13. Give a brief description of crime/incident.
14. If crime/incident is for lost or stolen property, provide all known information regarding the missing item(s).
15. **FOR CHP USE ONLY** - To be completed by CHP Officer responding to the crime/incident.
16. To be completed by CHP Crime Incident Reporting data entry personnel.

**All completed STD. 99 forms are to be forwarded to:**

**California Highway Patrol**  
(Local Area Office)