

# HOW TO REPORT SUSPICIOUS ACTIVITY

Law enforcement cannot overcome crime without the support of citizens individually and as a community. When you help the Police Department, you are also helping to keep yourself from becoming a victim of a crime. It is a community responsibility.

## The Best Crime Prevention is Citizen Attention!

### Your help is needed...

If you see a crime being committed, report it immediately and as accurately as possible. If you are the victim of a crime, report it as soon as possible. Even a five-minute delay in reporting can significantly reduce the chance of catching the criminal. Do not hesitate to call if you think something may be wrong. Do not worry about being embarrassed if your suspicions turn out to be unfounded. Think what could happen if you do not act.

### Be alert for Suspicious Activity

- Someone running from a car or home.
- Someone screaming. Even if you cannot determine what the screams are, call the Police Department and report it.
- A person who seems to have no purpose wandering in the neighborhood.
- Any unusual or suspicious noise that you cannot explain, such as breaking glass, pounding, the sound of gunfire, or a dog barking aggressively.
- Business transactions conducted from a vehicle. This could involve the sale of drugs or stolen goods.
- Offers of merchandise or services at ridiculously low prices. It is probably stolen. If it's too good to be true, it probably is.
- Strangers carrying property from residences or closed business.
- A stranger entering a neighbor's home in an unusual manner (through a window, broken door, breaking a window, etc.) or going into the backyard of the home especially when the neighbor is not home.
- A stranger in a car stopping to beckon to a child.
- A child resisting the advances of an adult.
- Abandoned vehicles, which are possibly stolen cars.
- Persons attempting to forcibly enter a locked vehicle, especially at night or in a parking lot.
- A burglar alarm sounding.

### Write it down

As soon as you can, write down everything that you can remember. Do not rely on your memory. It is easy to get things mixed up or forget details, especially if you were the victim. Be as exact as you can and try to avoid guessing. Wrong information is worse than no information at all...

## How to report it

- Call the local dispatch in your area.
- Describe the event as briefly as possible: who, what, when, where, and how.
- Allow the dispatcher to ask questions and direct the conversation.
- Do not hang up until directed to do so by the dispatcher.

### Remember:

- 911 is for life or death emergencies, crimes in progress and incidents where you do not know what is going on, but can hear sounds that are urgent in nature.**
- To report non-emergency crimes and incidents that **are not** in-progress contact the nonemergency dispatch number **(909) 790-3100**.
- Stay on the line
- State the nature of the emergency
- Answer all the questions the operator asks.



## USE 911 IN EMERGENCIES ONLY

When reporting a suspect, the following information will be asked of you. If the event is in progress, give as much information as you can. If you are reporting a crime or situation that occurred in the past, take the time to write down the information in the following order. This will expedite the reporting process.

### Description of Person

Name (if known)

Birth date (if known)

Sex

Race

Age (approximate age, adult or juvenile)

Height

Weight

Hair (color, length or bald)

Eye color

Build (heavy set or thin)

Complexion (light or dark)

Clothing (top to bottom)

Distinguishing or unusual features, (scars, tattoos, missing limbs, jewelry, glasses, beard)

Weapon

Where was the person last seen?

Direction of travel

Mode of transportation (on foot, car, motorcycle, bus)

If vehicle, passenger or driver

When reporting a crime involving a vehicle, the following information will be asked. If the event is in progress, give as much information as you can. If the vehicle belongs to you, make sure you have all of your vehicle information and your DMV paperwork. If you are describing the suspect's vehicle, give as much information as you can. If you are reporting a past occurrence, take the time to write down the information in the following order. This will expedite the reporting process.

### **Description of Vehicle**

Color (primer spots, two tone)

Year

Make/Model

Body Style (sedan, truck, hatchback, full size, compact, number of doors)

License

State

License color

Unusual Characteristics (dent, marks, lights, bumper stickers)

How many in vehicles?

Sex

Race

Location last seen

Direction of travel

### **Always be prepared to answer the following Questions**

- What - is going on, or what happened**
- When – is it in progress or a past occurrence**
- Where – needed to determine jurisdiction**
- Who – is the victim, suspect and other involved parties**

### **Also:**

- Is anyone injured?**
- Vehicle description and license number**
- Direction of flight**
- Description of persons**

***Do not worry about “bothering” us; let us do our job***

***Do not think, “It’s probably nothing, I shouldn’t get involved.”***

***Better to think, “What could happen” if you do not act.***

## Fire, Police, Medical Emergency- Dial 911

In case of emergency requiring assistance from the police, fire department or paramedics, dial 911. You will be connected to a special emergency switchboard where your telephone number and address are automatically displayed. Wait for the operator to come on the line. **Do not hang up.** The operator will ask, "*What is the nature of the emergency?*" **Answer in as few words as possible. For example, "Someone is breaking into my house," or "My husband is having a heart attack."**

This will let the dispatcher immediately notify the right agency, such as the police, fire or paramedics. The dispatcher will then ask; your name, confirm where you are calling from, your address, apartment number and for any other information necessary for the responding agencies. **Remember while you are providing additional information, a call has already been entered and help is on the way. Please stay on the line until the dispatcher advises you that you can hang up.** In some instances, you will be required to stay on the line until the deputies or medical/fire personnel have arrived.