



Quick Reference Guide

The following is a quick reference guide to use when making notes about a suspicious person or activity you are witnessing, when you call 9-1-1. The better description you can relay to law enforcement, the more likely we are to find the person or vehicle, or be able to find out further information. Residents are our eyes and ears, we need you but **DO NOT APPROACH ANY SUSPICIOUS ACTIVITY OR PEOPLE- THAT IS LAW ENFORCEMENT'S JOB!!!!**

What to Report:

- Suspicious activities
- Suspicious people
- Illegal activities
- Unusual events or incidents
- Dangerous situations

How to Report:

- Dial 9-1-1 – used for emergency **AND** non-emergency!
- Report what happened and the exact location
- Provide a detailed description (Use Quick Reference Guide!)
- Remain on the phone and stay calm.
- Be prepared to answer follow-up questions.

Locations:

- Exact address if possible
- Cross streets
- Closest major intersection
- County road numbers
- Mile markers
- Landmarks
- Describe location with detail

Vehicles:

- Make and model
- Year, if possible
- Color
- License plate

- Any marks or paint patterns on vehicle
- Direction of travel
- Number and description of occupants

People:

- Sex
- Race
- Approximate age
- Approximate height and weight
- Hair color and style
- Complexion
- Speech
- Scars
- General appearance
- Clothing

Terrorist Activities:

- Deploying Assets
- Acquiring supplies
- Dry run
- Surveillance
- Intelligence gathering
- Tests of security
- Suspicious persons

Awareness:

- Know your location at all times
- Be aware of the people around you
- Notice immediate environment
- DO NOT take unnecessary risks
- Know where your exits are located
- Recognize potential hazards
- Remove yourself from harm.