

Crime Scene Information & Resource Guide

What to do and know!

In the event of a crime...

1. Do not chase the suspect! A safe peek to get a direction of travel, vehicle description or any other information may not hurt the chances of catching the suspect, but *safety* should be the main focus.
2. Call 911 as soon as it is safe to do so. Stay on the phone until the operator tells you to hang up and/or a uniformed police officer arrives at your location.
3. The police will ask specific questions, so prepare to the best of your ability.
 - Date, time and location of the crime
 - Injury or need for medical attention
 - Suspect(s) description
 - Number of suspect(s) involved
 - Physical information on suspect(s)
 - Race
 - Sex
 - Age
 - Height/weight/build
 - Hair/eyes
 - Clothing from head to toe
 - Any other distinctive characteristics (i.e. tattoos, scars, etc.)
 - Suspect(s) vehicle information (make, model, color, year, license plate, specific characteristics)
 - Direction of travel

Crime scene protection

Protect the scene by:

4. Lock the doors until the police arrive.
5. Keep customers and employees from any area the suspect may have touched.
6. Don't touch or handle any objects the suspect may have touched (door, cash register, etc.).
7. Ask witnesses to wait until the police arrive. If they have to leave, at the very least, get their names and phone numbers.
8. You and the witnesses should make notes separately while information is fresh in your mind.
9. When the police arrive at the scene, carefully exit the building to greet them.