

## **Reporting Incidents to the Police**

- **Call 9-1-1 for emergencies or 3-1-1 for non-emergencies.**
- **Stay calm. Speak as slowly and clearly as possible while relaying the information.**
- **Give the location and your contact information.**
- **Be ready to describe the suspect: sex, race, age, height, weight, hair color, clothing, and special characteristics such as tattoos, scars, beard, glasses, etc.**
- **Be ready to describe vehicles if applicable: license plate number, make, model, color and special characteristics such as decals, damage, etc.**
- **Be ready to relay the direction of travel of the suspect and/or vehicle.**
- **Stay on the phone until the dispatcher instructs you to hang up.**