



*Reporting Suspicious Persons  
and Activities on Campus*

**Faculty, Staff and Students**

Safety Training Mini-Course

UNIVERSITY CRIME WATCH  
[www.universitycrimewatch.org](http://www.universitycrimewatch.org)

## WELCOME

Welcome to the UNIVERSITYCRIMEWATCH.org.  
"Reporting Suspicious Activities and Persons on Campus"  
training course.

This mini-course is specifically designed for college or university faculty, staff and students who want to improve their safety skills by learning how to report suspicious activities and persons on campus.

On college and university campuses throughout the country students, faculty and staff are being empowered and mobilized as they participate in university crime watch and other proactive partnerships with their campus security, university police department or local law enforcement agency.

## REPORTING SUSPICIOUS ACTIVITIES

**Course Objectives:** In this course participants will learn:

- To identify what suspicious activities are
- What types of suspicious activities and suspicious individuals to report to the police
- How to report suspicious activities

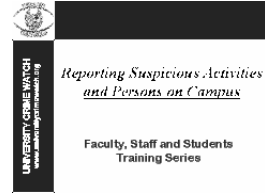
Now more than ever, with our nation's new emphasis on both crime and terrorism, citizens are needed to come forward and provide valuable information. Remember: don't be shy - your job is simply to report, and law enforcement will take your call seriously and check out the situation. What you see and report may be invaluable and may save lives.

## REPORTING SUSPICIOUS ACTIVITIES

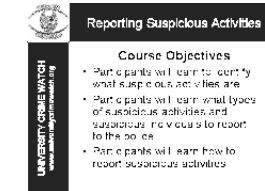
Sometimes it can be confusing about what to report and when to report it.

What exactly is a "suspicious activity"?

### Slide 1



### Slide 2



### Slide 3



## SUSPICIOUS ACTIVITIES ARE...

Suspicious activities can refer to incidents, events, individuals or circumstances that seem unusual or out of place.

Some common examples of suspicious activities include:

- *A stranger loitering in your neighborhood or a vehicle cruising the streets repeatedly*
- *Someone peering into cars or windows*
- *A high volume of traffic going to and coming from a location on a daily basis*
- *Someone loitering around buildings, parks or secluded areas*
- *Strange odors coming from a residence or building*
- *Open or broken doors and windows at a closed business or unoccupied residence*
- *Someone tampering with electrical, gas or sewer systems without an identifiable company vehicle or uniform*
- *Sounds of breaking glass, gunshots, screaming or fighting*
- *Strangers removing license plates or loading valuables into vehicles from a residence, even if the truck looks legitimate.*

**Remember** - A quick and accurate description of events, vehicles, and persons can make all the difference in apprehending a potential criminal. Any type of activity or circumstance that seems unusual should be reported.

## WHAT TO REPORT

There are four general categories to consider when determining what to report.

Students and University Crime Watch volunteers should generally report:

- Suspicious activities, people and vehicles
- Illegal activities
- Unusual events or incidents
- Dangerous situations

### Slide 4



#### Suspicious Activities are...

- Suspicious activities can refer to incidents, events, and persons or circumstances that seem unusual or out of place.

#### Remember:

*A quick and accurate description of events, vehicles, and persons can make all the difference in apprehending a potential criminal. Any type of activity or circumstance that seems unusual should be reported.*

UNIVERSITY CRIME WATCH  
UNIVERSITY OF MICHIGAN

### Slide 5



#### What To Report

- Suspicious activities, people and vehicles
- Illegal activities
- Unusual events or incidents
- Dangerous situations



UNIVERSITY CRIME WATCH  
UNIVERSITY OF MICHIGAN

## REPORTING PERSONS

When reporting suspicious persons, provide as much detail as possible. Start with the basics and get more specific. One reliable method to consistently make good suspect descriptions is to begin at the head and work your way down. For example: "He was a white male with blonde hair. He was wearing a brown shirt, blue jeans and sneakers." or "She was a black female about twenty years old, short hair, thin build and wearing a red cotton dress and sandals."

Here is a list of items you can describe when providing a suspect description:

Sex – male or female

Race – white, black, Asian or Hispanic or other

Age

Height and weight

Hair color and style

Complexion – skin tone, imperfections

Speech – accent, slurred, vulgar

Scars – tattoos, facial hair, glasses

General appearance – dirty, well-groomed

Clothing – color, style, shoes, jewelry

## REPORTING PERSONS

Let's describe a couple of the people pictured here. Remember to start at the head of the person and work your way down. Use the descriptors listed in the previous slide.

## REPORTING VEHICLES

When reporting suspicious vehicles, provide as much information as possible about the vehicle, its occupants, the license plate or any identifying marks or characteristics, its activities and direction of travel. If you have a paper and pen or pencil handy, write down the information so you can read it to the police.

### Slide 6

**Reporting Persons**

- Gender
- Race
- Age
- Height and weight
- Hair color and style
- Complexion
- Speech
- Scars
- General appearance
- Clothing

### Slide 7

**Reporting Persons**

Describe some of the people pictured above.

### Slide 8

**Reporting Vehicles**

- Make
- Model
- Year
- Color
- License plate number and state
- Bumper stickers, damage or dents, lettering
- Direction of travel – east on State Street
- Occupants – one male and one female about high school age

Review this list of items to report:

Make – (Ford, Chevrolet, Honda)

Model – (Escort, Impala, Pick-up truck)

Year

Color

License plate number and state

Bumper stickers, damage or dents, lettering

Direction of travel – (“east on State street”)

Occupants – (“one male and one female about high school age”)

## REPORTING VEHICLES

Describe some of the vehicles pictured here. Use the descriptors provided on the previous slide.

Remember that giving a quick and accurate description can help stop or solve a crime.

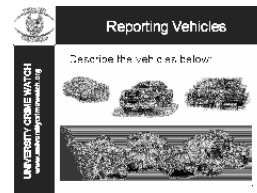
## REPORTING LOCATIONS

When reporting locations of suspicious activities, provide as much information as possible. An exact location and specific address is always best if possible.

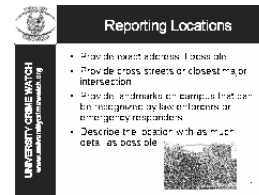
To assist campus security or university police in responding to your request:

- Provide exact address if possible
- Provide cross streets or closest major intersection
- Provide landmarks that can be recognized by law enforcers or emergency responders
- Describe the location with as much detail as possible

### Slide 9



### Slide 10



## HOW TO REPORT

Students and University Crime Watch volunteers should know how to report suspicious activities. The process should be easy and user-friendly.

To report suspicious activities, crimes in progress, or possible terrorist activities, simply:

- Dial 911 to call the campus police or local law enforcement agency.
- Tell the call taker what happened and the exact location of where it occurred.
- Provide a detailed description of individuals or vehicles.
- Remain on the phone and stay calm.
- Be prepared to answer follow-up questions

## AWARENESS

It is important to be aware of your surroundings and potential hazards.

Hazards can be anything from overgrown trees and obstructed views for traffic or pedestrians, to areas that are dark and provide hiding places, to dangerous situations.

## TRUST YOUR INSTINCTS

With the information you received in this presentation, you should be able to identify suspicious activities, know what to report, and how to report it.

If an incident, individual, vehicle or circumstance seems out of place or unusual or makes you feel uncomfortable, do not hesitate to call the police and report it.

Let law enforcement make the decision on what response to take. Your responsibility as a concerned citizen is to help the police help you.

## CONCLUSION

To receive additional training and materials for your UNIVERSITY CRIME WATCH group or information on conducting various campus-based activities contact University Crime Watch at 972-576-8662, or visit our website at [www.universitycrimewatch.org](http://www.universitycrimewatch.org)

### Slide 11

**How To Report**

- Dial 911 to call the campus police or local law enforcement agency.
- Tell the call taker what happened and the exact location of where it occurred.
- Provide a detailed description of individuals or vehicles.
- Remain on the phone and stay calm.
- Be prepared to answer follow-up questions.

### Slide 12

**Awareness**

- Keep your eyes on all times.
- Be aware of the people around you.
- Look up, eyes - mirror, etc. environment.
- Do not take unnecessary risks.
- Know where exits are located.
- Recognize potential hazards.
- Be prepared to remove yourself and others from harm.

### Slide 13

**Trust Your Instincts**

If an incident, individual, vehicle or circumstance seems out of place or unusual or makes you feel uncomfortable, do not hesitate to call the police and report it.

### Slide 14

**Conclusion**