



FAIRFIELDS-SYLVAN NEIGHBORHOOD

REPORTING AN INCIDENT

1. Call Emergency **911**; Non-emergency **317-327-3811**. *If you are calling from a cell phone, you will have to give your location.*
2. Identify yourself by your name and address and relay the information. *Example: I am Jane Smith of 16 Rose Street, and a member of Neighborhood Crime Watch. There are suspicious men prowling around my neighbor's yard at 14 Rose Street.*
3. Give the exact location of the crime or unusual activity.
4. Use active, present tense verbs. *There is a burglary in progress/ There is strange activity in progress/ I can see someone there right now/and so on.*
5. Remain in contact with the dispatcher until all of the necessary information has been obtained.
6. Do **NOT** personally confront the situation. Await the arrival of the police or sheriff.

CARE ENOUGH TO CALL WITH YOUR OBSERVATIONS

1. What has happened or is happening?

2. Where is the location?

3. What is the time and duration?

4. Is anyone injured?

5. License number of suspicious vehicle

6. Description of suspicious vehicle - color, make, model, notable features

7. Description of suspicious persons - apparent age, height, sex, race, clothing

8. In what direction the suspicious vehicle/person(s) went