

How to Call the Police Department

When calling the Police Department to report an incident or crime, please be prepared to answer the following questions as briefly and clearly as possible:

WHAT are you reporting?

WHERE is it occurring?

WHEN is it occurring? Is it happening now or did it just occur?

WHO is involved?

Provide a description of the individuals involved. AND

Provide a description of the vehicle involved, including the direction it was going, if appropriate.

For example, you can say...

“This is not an emergency. I want to report suspicious activity. I don’t want to give my name and address.” (However, if you are willing to identify yourself, please do so.)

“The suspicious activity is _____.”

“The location is _____.”

“There are ___ (number) cars.” (if cars are involved)

“The cars are _____.” (make, model, color like Blue Jeep Cherokee)

“The license plate numbers are _____.”

Please call as soon as you see or hear the suspicious activity. The dispatcher won’t be able to tell you when the police will be there. Sometimes the police are on higher priority calls and can’t get out right away, but they will respond as quickly as they can.

Please keep in mind that you may be asked “Do you have an emergency?” when your call is answered, or you may be placed on hold depending on the calls(s) the Dispatcher is working on at the time of your call. You may also be asked a number of additional questions depending on the nature of the incident you are reporting. Please let the Dispatcher ask the questions.

Place this information by your phone so it is handy when you need to call.

To report suspicious activity

Call **577-2740**

For emergencies

Call 9-1-1

IMPORTANT NUMBERS TO KNOW

IN AN EMERGENCY:

FIRE

POLICE

MEDICAL

911

Suspicious Activity 577-2740

Traffic 577-3208

Animal Control 577-3206

**Community Compliance/
Abandoned Vehicles 577-3260**

Crime Prevention 577-3248

**Graffiti, Street Lights
Street Maintenance
Sidewalk Repair
Tree Trimming** **577-3400**

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