

# INSTRUCTIONS FOR CALLS TO POLICE

1. **SERIOUS CRIME IN PROGRESS** i.e. (rock throwing, vandalism, burglary, robbery, trespassing, harassment, assault, threats to your employees)
  - a. Call 911 immediately. Tell the dispatcher that it's a crime in progress and give the address of where the crime is taking place.

IF THE PERPETRATORS ARE COMING FROM A HOME THAT IS VISIBLE TO YOU, IT'S VERY IMPORTANT TO GET THE ADDRESS OF THE HOUSE ON RECORD WITH THE POLICE DISPATCH.

2. **NUISANCE ACTIVITY:** i.e. public intoxication, public drinking, loud music, cruising, suspicion of drug trafficking.
  - a. Call **933-4444** and **press 2 on the voicemail prompt.** That will take you to a non-emergency dispatcher. Give the dispatcher the house address of those committing the nuisance when you call. Do NOT give Chicago Tube's address, just give them a number that you can be reached at for follow up.

### 3. TO REPORT A CRIME AFTER THE FACT

- a. The police will not be able to respond to non-emergency calls immediately, but they will come eventually. Be prepared to provide specifics about the incident. i.e. description of suspects, exactly what happened, time it occurred.
  - i. Description of suspects should include:
    1. Race
    2. Gender
    3. Age
    4. Clothing
    5. Hair length or style.
    6. Complexion, light, medium, dark