



REPORTING A CRIME

The following should be reported by calling:

911 FROM ANY COLLEGE PHONE, or

972-860-4290 FROM A CELL PHONE

- If you have personal property taken from you or your vehicle while parked on campus.
- If you are an employee and notice that equipment is missing from your work area (after you have searched and asked fellow employees of equipment relocation). The value, or lack of value, should not be a factor in making a report.
- If you are threatened and/or verbally abused.
- If you are involved in a “Hit-and-Run” accident.
- If you witness or have knowledge of the following:
 - ◆ Suspicious Activity
 - ◆ Theft
 - ◆ Vandalism
 - ◆ Threats, arguments, verbal abuse
 - ◆ Family/Domestic Violence
 - ◆ Assaults
 - ◆ Drug and alcohol violations
 - ◆ Traffic accidents

When making a report, be prepared to provide as much information as possible, use the **5W's & H** as a guideline.

WHO - is committing the crime?

WHAT - is occurring?

WHERE - is the crime being committed?

WHEN - is / did the crime occur?

WHY - did the crime occur?

HOW - was the crime committed?

