

# Eyes & Ears in the Community A How-to Guide for Citizens on Reporting Crimes and Suspicious Activities

## Three Steps to Follow:

1. **Observe:** Know what to watch for
2. **Report:** Call Police
3. **Record:** Write it down

## Examples of What to Watch for:

- Suspicious or violent incident where someone could be hurt
  - Suspicious persons going door to door
  - Suspicious people in back yards
  - Open/forced door or window
  - Slow moving vehicles cruising a block during the day, at night without headlights
  - Vehicles without plates or severe damage
  - Apparently abandoned vehicles
  - Individuals that may appear to be lurking around a particular business/residence
  - Apparent business transactions conducted from a vehicle especially around schools/parks
- No list of examples can include all possible situations to report to police. Trust your intuition; if something does not look right, report it.

## Indicators of Possible Illegal Drug Production:

### Grow Ops

1. Unusual sounds (humming or fans) may be coming from building.
2. Cabbage or Skunk-like smell can be detected.
3. Garbage contains:
  - Fertilizer or nutrient bags with no evidence of gardening.
  - Excessive numbers of plastic pots
  - Large quantities of dirt or charcoal filter mix.
4. Windows are shut tight and covered regardless of weather.
5. Motion sensors or security cameras are present.
6. Windows and doors are fortified with excess heavy bars and locks.

### METH Labs

1. Unusual, strong odors similar to that of black liquorish, ammonia or cat urine.
2. Residences with windows and doors blacked out.
3. Excessive trash including large amounts of items such as: drain cleaner, camp fuel cans, and red chemically stained coffee filters.

### METH Lab Dump Sites

1. Containers with chemical names or warning labels on them.
2. Containers of bottles with hoses or tubes coming from them.
3. Excess common household chemical containers.
4. Stained glassware or coffee filters.

### Drug Reporting Safety:

Illegal drug production likely involves hazardous materials, dangerous activities and persons. If you suspect a grow op, lab or dump site, remain well clear and contact the Police Immediately.



### **Guidelines for Calling Police:**

- 780.830.5700 (Grande Prairie RCMP non-emergency complaint line)
- 780.354.2485 (Beaverlodge RCMP non-emergency complaint line)
- 911 (Emergency Calls)

### **When do I call 911?**

To report a life threatening situation or crime in progress. If you are not sure if you should call 911 or not, call 911 and let the Police dispatcher assist you. If a crime is in progress, 911 should be called immediately. A crime should only be observed from a safe distance and place. Otherwise, leave the area for a safer location.

### **When calling the Police:**

1. Identify yourself and indicate whether you are a participant of a specific watch program.
2. Speak calmly – ALWAYS know your location.
3. The Police dispatcher will ask you a number of questions. Please be prepared to provide as much information as possible. Be brief, but descriptive. The questions will include:
  - the location (street address or major road intersections)
  - type of incident such as a car accident, suspicious activity, injury, or lost child
  - a description of the person(s) involved such as their gender, age, clothing, shoes and physical description
  - a description of any vehicles that might be involved, including colour, make of car and licence plate number

Follow the instructions if provided by the Police dispatcher. In the event of serious incidents, especially where life safety is threatened, be aware that the Police dispatcher will keep you on the phone to collect more information while police and other emergency services are en route.

### **Report Guide:**

Your call to police should be brief, but descriptive. As soon as practical, fill out the applicable pages of this booklet to record the incident. Completing a report in this booklet will help you remember what happened if you are ever called as a witness by the investigator or court.

If there is a suspect, write down the person's gender, approximate age and height, and the colour of clothing such as jacket, shirt, pants, and shoes. If there is a suspicious vehicle involved, LOOK AT THE LICENCE PLATE NUMBER, colour and body style of the vehicle, and whether it is a two door or four door. If there are any unusual characteristics about the vehicle (e.g. Mag wheels, stickers, things hanging from the review mirror, scratches, dents, roof racks, etc), make sure you also write them down.

Use the forms and diagrams in this booklet to help record the details of the incident you have reported. A short narrative that describes Who, What, When, Where, Why and How of what happened is all that is required. If the incident is more complex then expect to provide more information so that a person reading your report understands what took place.

**Your safety is paramount, you will never be asked, or advised, to put yourself in harms' way. Keep your distance and 'observe, report, record'.**



# Incident Report

When did the incident occur? (Date & Time): \_\_\_\_\_

Where did the incident occur? (Be as specific as possible - address, main streets, legal land description, etc):

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Give a brief description of the events that took place (add pages if needed, include diagrams if relevant):

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## Subject Identification

### Vehicle(s):

Licence Plate: \_\_\_\_\_

Type (see diagram): \_\_\_\_\_

Province: \_\_\_\_\_

Number of Doors: \_\_\_\_\_

Colour: \_\_\_\_\_

Make (ex: Ford): \_\_\_\_\_

Year/Age: \_\_\_\_\_

Model (ex: Escape): \_\_\_\_\_

Distiguishing Features (Damage, rust, stickers, window tint, wheel covers, etc.)

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**Person(s):**

Sex (male/female/unknown): \_\_\_\_\_

Approximate Age: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Build: \_\_\_\_\_

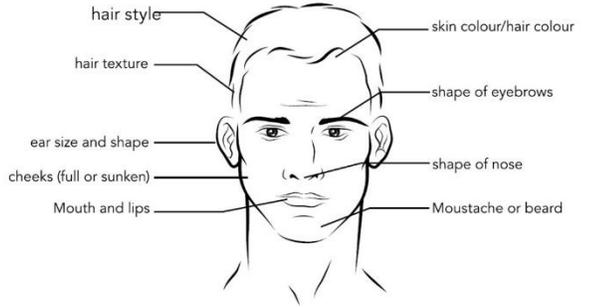
Race: \_\_\_\_\_

Complexion: \_\_\_\_\_

Hair (colour/length): \_\_\_\_\_

Eyes (colour/shape): \_\_\_\_\_

Jewelry: \_\_\_\_\_



Clothing Worn: \_\_\_\_\_

Facial Features (see diagram): \_\_\_\_\_

Marks/Scars/Tattoos: \_\_\_\_\_

Carrying Items? Weapons visible? \_\_\_\_\_

What did the person say? \_\_\_\_\_

**Reporting Party Information**

Full Name (Surname, Given 1, Given 2): \_\_\_\_\_

Date of Birth (YYYY/MM/DD): \_\_\_\_\_

Address (Street, City, Postal Code): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Active member of a community watch group (indicate which group): \_\_\_\_\_

List any other witnesses (Name & Contact Information): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reporting Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police File #

