CRIME IN PROGRESS

1. In the event that you witness a situation which may involve criminal activity, do not attempt to apprehend or interfere with the criminal except in the case of self-protection.

2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, physical marks (tattoos/piercings), method and direction of travel. This identification takes only a few seconds and is imperative to the investigating officers. If the criminal is entering a vehicle, note its license number, make and model, color, and outstanding characteristics.

3. Call Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200]. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.

4. In the event of civil disturbance, continue your normal routine to the extent possible. If the disturbance is outside, stay away from doors and windows.

5. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.

6. While police are en-route, stay calm and fill out the form on the next page before discussing the details with anyone.
CRIME IN PROGRESS CHECKLIST

A. In the event of robbery, do not resist.

B. If you observe a crime or are a victim, report the following:
   1. Location of incident.
   2. Describe the person or person’s clothing and physical features.
   3. Observe the person's direction of travel and description of vehicle.
   4. Report the crime immediately.

C. While police are in route, stay calm, and fill out this form before discussing the details with anyone.

CRIME PREVENTION TIPS

1. Remember to lock your residence, office and car door whenever you leave.

2. Avoid walking or jogging in poorly lighted areas.

3. Engrave driver's license number on all valuables. Keep a record of all credit cards and serial numbers to personal property.

4. When walking at night in the parking lot, have your keys ready. If you need to get into your car quickly to avoid trouble or attract someone's attention for help, valuable time will not be wasted.

5. Avoid leaving keys in the ignition, and valuables on the seat. Lock all valuables, such as a cellular phone, CD’s, camera, or brief case, in the trunk.

BE ALERT, BE OBSERVANT - Remembering the physical characteristics of suspicious persons or assailants is imperative to their apprehension.