

INCIDENT CHECKLIST

Explain what you saw, suspicious circumstances, direction of travel, etc. If further space is required, please use the back of this form. Be accurate with details. Don't guess!

Below are prompters, don't limit your details only to what is noted on this page.

Date: _____ Time: _____

Location of Incident: _____

- There was a: Burglary Theft Damage
 Car Theft Theft from Car Assault Other
 Suspicious Activity

SUSPECT VEHICLE

License No.: _____ Vehicle Make: _____

Vehicle Model: _____ Colour: _____

- Type of Vehicle: Car Truck Sports
 Commercial Vehicle Motorbike Bicycle
 Van Rust Dents Noisy
 New Other: _____

Describe what you saw: _____

(Continue on back if required)

SUSPECT PERSON

- Male Female Age Group: _____
 Tall Short Approx. Height: _____
 Voice: _____ Accent: _____ What was said: _____

- | COMPLEXION | BUILD | HAIRSTYLE | SHAPE |
|---------------------------------|-----------------------------------|-----------------------------------|--------------------|
| <input type="checkbox"/> Pale | <input type="checkbox"/> Thin | <input type="checkbox"/> Short | Eyebrows: _____ |
| <input type="checkbox"/> Medium | <input type="checkbox"/> Medium | <input type="checkbox"/> Long | Ears: _____ |
| <input type="checkbox"/> Olive | <input type="checkbox"/> Muscular | <input type="checkbox"/> Curly | Nose: _____ |
| <input type="checkbox"/> Dark | <input type="checkbox"/> Stocky | <input type="checkbox"/> Straight | Mouth/Lips: _____ |
| <input type="checkbox"/> Spotty | <input type="checkbox"/> Fat | <input type="checkbox"/> Balding | Chin: _____ |
| | <input type="checkbox"/> Obese | <input type="checkbox"/> Bald | Neck: _____ |
| | | | Adams Apple: _____ |

Hair Colour: _____ Hair Line: _____

Eye Colour: _____ Eye Shape: _____

- OTHER** Beard - Colour: _____ **CLOTHING** Upper Body: _____

Moustache - Colour: _____

Tattoos - Type: _____ Lower Body: _____

Glasses - Type: _____

Hat - Colour: _____ Emblem: _____

Describe exactly what you saw: _____

If more space is required for any of the above, please use the back.

RICHMOND BLOCK WATCH



CRIME CHECK

PAY ATTENTION TO CRIME PREVENTION

Keep this "Incident Checklist" handy, along with a pencil/pen. You need to write down the information as soon as you see it. Do not rely on your memory, as you may forget one important detail that could lead to an arrest.

Look for unusual or specific descriptions of suspects and/or vehicles. Your one bit of detailed information may be the key the police need to proceed with their investigation. Take into account that the suspect you see today may change his/her appearance if they are arrested and have to appear in court. Look for something that they cannot change easily.

Often police conduct their investigation only to find that several people are offering totally different descriptions of the same suspect or vehicle. Pay close attention and write down information as quickly as possible. Don't record information unless you know it to be accurate.

Keep this "Incident Checklist" not only in your home but keep one in your car too, with a pencil/pen. This is where your Block Watch "Attitude" comes to play. You may be in someone else's neighbourhood, but you may see something suspicious. Take the time to write down what you saw, no matter where you are.

Make note keeping a habit!

Share the information with your Captain and other neighbours.

Teach older children how to use it too.

Leave outside lights on every night!

The "Incident Checklist" is an excellent crime prevention tool. If police can use the information you have collected and arrest a suspect, then further crimes will most likely be prevented because of your actions.

EMERGENCY

9-1-1

Police Non-Emergency
(604) 278-1212