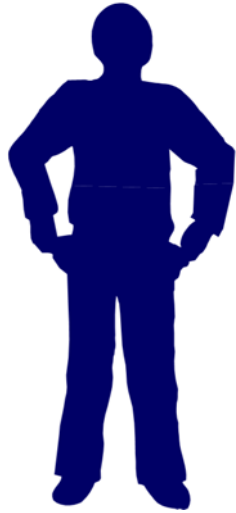


Suspect Description

(Use additional sheets of paper if necessary.)



Make multiple copies of this section to keep close by should a crime occur. Give each witness a copy to fill out. **Do not** allow witnesses to discuss details with each other.

Sex: _____
 Race: _____
 Age: _____
 Height: _____
 Weight: _____
 Weapon Type: _____

Hair/Facial Hair: _____

Glasses: _____

Tattoos: _____

Complexion: _____

Scars/Marks: _____

Hat (color/type): _____

Shirt: _____

Pants: _____

Shoes: _____

Coat: _____

Auto Make/Model/Color: _____

License Number: _____

Escape Direction: _____

Time of Escape: _____

Comments: _____



The Police Division is Internationally Accredited.

Henrico County Police Division
 P. O. Box 90775
 Henrico, VA 23273-0775

Emergency: 911
 Non-emergency: (804) 501-5000
www.henicopolice.org

Humberto I. Cardounel, Jr.
 Chief of Police



Proud of our progress;
 Excited about our future.

The County of Henrico does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.

Spring_2016/PIO/CRD



Stay Alert!

You can help prevent crime at your church, synagogue, meeting hall, etc. by following the tips in this brochure and staying alert.



If you are not a member of the Henrico Police Faith Community Coalition, join today. It's free! For more information, call the Prevention Services Unit at 501-4838.

Report all suspicious activity!
 Call the Henrico County Police Division at 501-5000 or 911 — Emergency only

Henrico County Police Division



Faith Community Guide to Basic Crime Prevention



STAY ALERT!

Criminals use the element of surprise to accomplish their crime. You can prevent crime by being alert to your surroundings. Avoid turning your back or being placed in positions

where you can be startled or surprised. Have greeters at every unlocked door to your facility, and don't allow visitors to roam the facility unaccompanied.

- Never allow large sums of money to accumulate at your faith facility. Remove cash regularly to a secure area with authorized only access.
- Don't keep or count money in public view.
- Keep doors to unauthorized areas locked.
- Have choir members and other volunteers/employees lock up purses or other valuables such as cell phones, tablets, etc.
- Post signs indicating the use of security devices, and continually use those devices.
- Frequently check your security systems if installed. Alarms, lights, as well as interior and exterior security cameras need to be maintained to ensure they are working properly.
- Use a buddy system. Always have at least two employees working, to include opening and closing procedures at your faith facility.
- Never reopen for anyone after you have closed your faith facility.
- Clear windows of obstructions! If you can't see out, police cannot see in.

When calling the Emergency Communications Call Center (911)

- Stay calm and professional.
- Speak clearly, and do not scream.
- Stay on the line with the Communications Officer. Do not hang up until told to do so.
- Know the specific address at your location to include street number and name, and know how to spell it if asked to do so.
- Listen carefully to what the Communications Officer asks you, and do exactly what he/she tells you to do.
- Be prepared to give a detailed description of the suspect and situation.
- Most importantly; **BE A GOOD WITNESS!** When calling the police, it is important to give as much information as possible. **Make note of:**
 - ◇ Exact location of incident
 - ◇ How many people are involved?
 - ◇ Are there weapons involved?
 - ◇ Give a description of parties involved, to include sex, race, height, weight, color, and style of clothing. (See other side.)
 - ◇ Which way did the subjects travel?
 - ◇ Are they on foot or in a vehicle?
 - ◇ If they are in a vehicle, try to provide the make, color, and license plate.



Other things to consider:

- Make sure your facility's address is well marked and VISIBLE.
- Number doors and rooms, and have the facility schematic drawing readily available in case of an emergency or crisis situation.
- Know your faith facility's policy regarding crime/emergency/crisis response.
- If you don't have a crisis plan in place, start planning one. Check www.osha.gov/SLTC/etools/evacuation/implementation.html or <https://emilms.fema.gov/IS907/ASO1summary.htm> (active shooter plan).
- Schedule a FREE Security Audit by Henrico Police to determine where you could improve your facility's safety and/or to have an officer review your crisis plan. Call Prevention Services at 501-4838 to schedule your audit or crisis plan review.
- You may also hire off duty Henrico Police Officers if you have traffic or safety concerns. Call 501-7226 for more information.
- Know which of your faith facility members have first responder skills, and reach out to them first in an emergency situation.
- Provide specialized, periodic training to employees so, when a crime or emergency occurs, they know how to respond properly.
- If a crime has occurred, the suspect has fled, and there is no imminent danger to anyone, you may call the non-emergency number, 501-5000 to report the incident. Remember to report all crime!
- If a crime is in progress, call 911.