



NON-EMERGENCY CALL “CHECK LIST”

SDPD: 619-531-2000

Always allow dispatch to take the lead with their questions. When possible, please try to have as much of this information available when calling the non-emergency call center. Knowing in advance that the operators will ask these questions will better prepare you for your call and expedite the process and assistance. **If there is a threat call 911**

- ✓ Crime Type _____
- ✓ Weapon _____
- ✓ Time _____
- ✓ Location _____
- ✓ Number of Suspects _____

Vehicle

- ✓ Color _____
- ✓ Model _____ Make _____
- ✓ Body _____ Year _____
- ✓ License Plate _____
- ✓ Anything that stands out; dings, rust, broken windows, cracks _____
- ✓ Direction / Travel _____

Suspect – to determine height use your own height as a point of reference

Race _____ Sex _____ Age _____ Eye Color _____
HT _____ WT _____ Build _____
Hair Color _____ Hair Length/Style _____ Facial Hair _____

Clothing (top to Bottom) _____

Unique Description

Tattoos (black or are they colored where are they located on their body, number one or more) _____

Scars _____ Braces _____ Eye Glasses _____

*******Remember to ask for a “History Incident Number” *******