

# Pittsburg State University

## Crime

In the event that you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime; **contact University Police immediately at 911.**

1. Give your name and location of the incident to the dispatcher.
2. Stay on the phone with the dispatcher until an officer arrives. If you must leave the phone for safety reasons, set the receiver down. Information may still be able to be gathered from the open line. Contact University Police again as soon as you reach a safe location.
3. If it is safe to do so, take time to record a mental description of the suspect. Note height, weight, sex, distinguishing characteristics, approximate age, clothing, method and direction of travel, and the person's name, if known. If the suspect is entering a vehicle, note the license number, make and model, color, and any other characteristics.
4. Do not attempt to apprehend or interfere with the criminal, except in cases of self-protection or defense.
5. Protect the crime scene:
  - a. Items that may have been handled by the perpetrator may bear fingerprints and should not be touched.
  - b. Do not clean or disturb the area.
  - c. If possible, seal off the area immediately and do not let anyone enter the area until an officer arrives.