

# 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

- Pale  Thin  Short Eyebrows: \_\_\_\_\_  
 Medium  Medium  Long Ears: \_\_\_\_\_  
 Olive  Muscular  Curly Nose: \_\_\_\_\_  
 Dark  Stocky  Straight Mouth/Lips: \_\_\_\_\_  
 Spotty  Fat  Balding Chin: \_\_\_\_\_  
 Obese  Bald Neck: \_\_\_\_\_  
 Adams Apple: \_\_\_\_\_

Hair Colour: \_\_\_\_\_ Hair Line: \_\_\_\_\_

Eye Colour: \_\_\_\_\_ Eye Shape: \_\_\_\_\_

## OTHER CLOTHING

Beard - Colour: \_\_\_\_\_  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**

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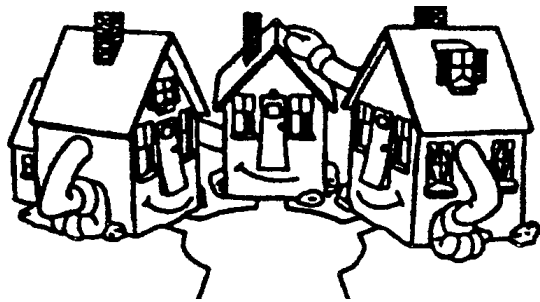
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City of Richmond



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