



FACT SHEET

REPORTING CRIMES

(Middle and Senior High)

1. Reporting warning signs and potentially violent situations are key components in preventing crimes in schools and communities.
2. If you have information on a potential school violence situation, your first plan of action should be to report it to a school representative such as a Principal, Assistant Principal, Counselor, Teacher, School Resource Officer or Security Personnel.
3. The School Safety Hotline number is **305-995-COPS (2677)**
4. To report a fire, a medical emergency, or a crime in progress call **911!**
5. Anonymous Crime Reporting is reporting information on crimes or potential crimes confidentially.
6. Anonymous Crime Reporting Tip Boxes area very helpful in crime prevention and reporting.
7. Before you report a crime, gather all the facts you can and then write them down so you will not forget them.
8. In describing a person include: sex, race, complexion, age, height, weight, build, hair, mustache/beard and clothing.
9. In describing a vehicle include: color, make & year, body type, license number and other identification (damage, bumper stickers, window decals, etc.).

10. Get involved with your school's Youth Crime Watch program in educating peers on *Reporting Crimes*.