**By informing each other we can keep our district safe and a great place to work.**

**safety alert forms help us to identify problems and share concerns with local law enforcement officials**

**Instructions:**

1. **Call 933-4444 (non-emergency) or 911 (emergency) to report criminal activity.** **Dial 9 to speak directly to someone and have the call recorded.**
2. Complete this form with incident details and as complete as possible.
3. Attach any available images of the incident.
4. Email document to **Catrina@TheValleyMKE.org****.**

|  |  |  |
| --- | --- | --- |
| Incident: | Date & Time: |  / / : am / pm  |
| Location: |  |
| Describe activity in detail: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**How long has the activity been observed:** \_\_\_\_\_ **Date last observed: \_\_\_/\_\_\_\_/\_\_\_** |
| MPD Report # |  ❑ incident not reported |

|  |
| --- |
| **I have witnessed (check all that apply):** |
| **CRIMINAL****□ Domestic Violence****□ Drug Activity (sales/use)****□ Gang Graffiti****□ Prostitution****□ Guns/Shootings****□ Fights** **□Other** | **CIVIL****□ Loitering****□ Loud Music/Dogs Barking****□ Public Drinking****□ Property Damage****□ Gang Activity****□ Entry/Thefts****□ Other** | **ENVIRONMENTAL****□ Garbage/Junk □ Syringes****□ Broken Windows****□ Abandoned Auto****□ Overgrown Grass/Weeds****□ Loose Animals****□ Overcrowding****□ Traffic/In & Out** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reported By:** | Date: |  / /  |  |
| Name: |  |  |
| Business: |  |
| Email: |  |
| Phone Number: |  |

|  |  |  |
| --- | --- | --- |
| **Suspect(s):** | Name: (if known) |  |
| Sex: |  | Age: |  |
| Height: |  | Weight: |  |
| Race: |  | Skin Color: |  |
| Hair Color: |  | Hair Length: |  |
| Hair Style: |  | Eye Color: |  |
| Clothing: |  |
| Unusual Features: |  |
|  | Direction Headed: |  |
| **Suspect Vehicle Info:** | Model Year: |  | Make: |  |
| Model: |  | Type: |  |
| Color: |  | License # |  |
| Special Features: |  |
| Attachments: |  | ❑ **Pictures** ❑ **Video** ❑ **Eyewitness Reports** |