**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.** **Please make sure to dial 9 to speak directly to tele-communicator and have the call recorded.**
2. Complete this form with incident details and as complete as possible.
3. Attach any available images of incident.
4. Email document to [**Catrina@TheValleyMKE.org**](mailto:Catrina@TheValleyMKE.org)**.**

|  |  |  |
| --- | --- | --- |
| Incident: | Date & Time: | / /2021 : am / pm |
| Location: |  |
| Describe activity in detail: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **How long has the activity been observed:** \_\_\_\_\_  **Date last observed: \_\_\_/\_\_\_\_/21** |
| 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: | / /2021 |  |
| 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** ❑ **Eye Witness Reports** | | | |