

THE UNIVERSITY OF MONTANA  
OFFICE OF PUBLIC SAFETY  
OBSERVATION  
GUIDE  
INVESTMENT IN  
COMMUNITY SAFETY

Incident Date: \_\_\_\_\_  
Incident Time: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Your Phone Number: \_\_\_\_\_

**A. DESCRIBE THE INCIDENT**

How many suspects were there? \_\_\_\_\_

Which direction did they go? \_\_\_\_\_

Record any information about the incident you feel is important: \_\_\_\_\_

An officer might not be dispatched to the scene in cases where there is no risk to any individual, no threat of property loss or damage, or where there is no need for an on-site investigation. In such cases, the operator will take a full report of the appropriate facts by telephone.

**REPORTING PROCEDURES**

- Contact the University dispatcher immediately or call 911.
- Briefly indicate:
  1. What the problem is.
  2. When it happened.
  3. Where you are.
  4. Who is involved.
  5. Whether there are any injuries, vehicles or weapons involved.

• If the dispatcher is sending an officer to the scene, stay where you are and fill out Sections A, B and C while you wait. Do not discuss what happened with others. Your impressions should be kept untainted until you have talked with authorities.

**B. DESCRIBE THE SUSPECT**

Sex \_\_\_\_\_ Race \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Hat \_\_\_\_\_

Hair \_\_\_\_\_

Eye Color \_\_\_\_\_

Glasses \_\_\_\_\_

Complexion \_\_\_\_\_

Shirt \_\_\_\_\_

Tie \_\_\_\_\_

Coat \_\_\_\_\_

Weapon \_\_\_\_\_

Distinguishable Walk or Limp \_\_\_\_\_

Pants and Shoes \_\_\_\_\_

Tattoos, Amputations, Scars or Marks \_\_\_\_\_

Scars or Marks \_\_\_\_\_

Speech Problems or accents \_\_\_\_\_

**HOW TO USE THIS GUIDE**

Use these tips to observe and report crime and suspicious activities. Record your observations on the incident, suspect, or vehicle descriptions while they are still fresh in your mind.

**USE YOUR OWN JUDGEMENT**

- Someone shouting HELP, FIRE or RAPE.
- Shots, alarms, or windows being broken.
- Someone with a weapon.
- Someone trying to enter a neighbor's residence by a window or a back door.
- A strange vehicle left running and parked in a parking lot.
- Someone entering or leaving an academic or business building before or after hours.
- Someone carrying items of value from a residence hall or academic building before or after hours.
- Someone who appears to be moving household items late at night.
- Someone tampering with a vehicle.
- An elderly or disabled person who appears neglected, frightened, or disoriented.
- A child who appears to be lost.

**C. DESCRIBE THE VEHICLE**

Make and Model \_\_\_\_\_

Color \_\_\_\_\_

Year \_\_\_\_\_

Body Style (2 door, conv., etc.) \_\_\_\_\_

Identifying dents, scratches, etc. \_\_\_\_\_

License Number \_\_\_\_\_

State of issue or identifying colors \_\_\_\_\_

**POLICE EMERGENCY**

On-Campus (University Police) ..... 6131 or 4000  
On-Campus (Missoula Police) ..... 9-911  
Off-Campus (University Police) ..... 243-6131  
Off-Campus (Missoula Police) ..... 911