



If You are a Victim of a Crime

The community and each of us as individuals deserve protection against crime and criminals. If you are the victim of a crime occurring *on* campus, immediately contact the Vol State Campus Police Department. An investigation may reveal a developing pattern of a recurring crime on our campuses. If a noticeable trend develops, the campus population will be alerted ensure we maintain a well-informed campus environment. If you are the victim of a crime occurring *off* campus, contact the law enforcement agency within the jurisdiction of where the incident occurred. By reporting a crime that you are a victim of or a witness to, you will know that you have done your part in making the community a safer one in which to live and work.

Victim/Witness Assistance - A representative of the Vol State Campus Police Department will inform you of your rights and duties as a victim or a witness and may refer to the district attorney's office, who will explain the stages of the court system; provide information about the status of your case; and make referrals to other services that may be available to you as a victim of crime. Our goal is to treat all victims with compassion, dignity and understanding.

Crime/Incident Reporting

Call campus police to report situations such as a crime in progress, suspicious persons, irate individuals, a fire, or for medical emergencies.

1. Remain Calm
2. Speak Clearly
3. Provide exact location of the emergency
4. Listen to ALL questions
5. Answer ALL questions

The individual speaking with you may ask many questions concerning the emergency. Your answers should be brief and responsive. Remain calm and speak clearly. You may be asked to stay on the line while the emergency units are responding to ask additional questions or to obtain on-going information. Be prepared to describe the persons or vehicles involved.

DESCRIPTORS TO LOOK FOR -

PERSONS - the race, sex, age, height and weight, color of hair, description of clothing, and the presence of tattoos, a hat, glasses or facial hair.

VEHICLES - the color, year, make, model, license plate number and type of vehicle. If the vehicle is parked, which direction it's facing. If the vehicle is moving or has left, which way it is going.

Listen and follow instructions for assistance if you are in danger. You may be told to leave the building, secure yourself in a room or take other action to protect yourself. Don't hang up until told to do so. Follow any instructions given, such as meeting the officers at the door, or flagging down the responding units at the curb.