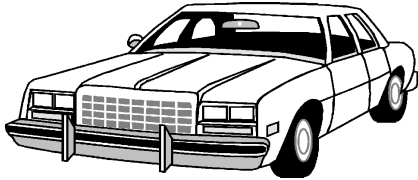



## REMEMBER

- Do not chase the suspect. Stay calm and try to observe the direction of the suspect's escape. If the suspect has a vehicle, note the type, color, and license plate number if possible. Also try to notice whether or not the suspect had any companions.
- Call the dispatcher immediately and give the location of the incident. If contacting by phone, do not hang up until told to do so by the dispatcher.
- Write down all the details about the incident that can be remembered. Include a description of all property or money taken if known and all statements made by perpetrators. Do not discuss the incident with anyone until the responding patrol officer arrives. This can lead to confused and inaccurate information.
- If possible, please remain to meet with the responding patrol officer.

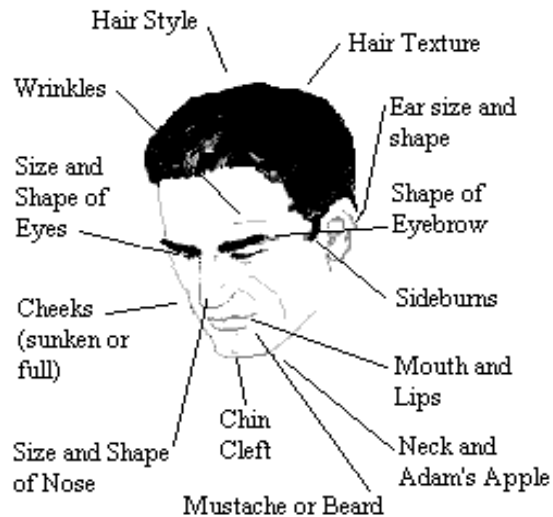
## VEHICLE DESCRIPTION

color	make	year	body style (2dr, 4dr, etc.)
			
license #	time of escape	direction of travel	identifying dents/scratches

## SUSPECT DESCRIPTION

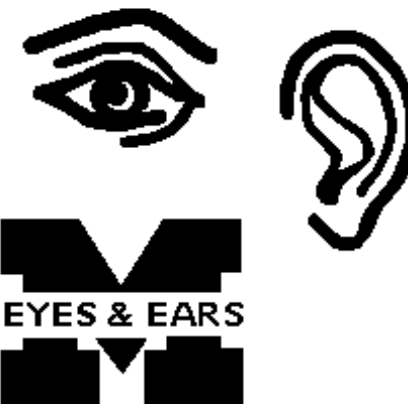
sex	race	age	height	weigh	type of weapon
					
hair					hat (color, type)
glasses					tie
tattoos					coat
complexion					shirt
scars/marks					pants/shoes

## FACIAL APPEARANCE



# EYES AND EARS PROGRAM

*"A crime prevention and crime reporting program"*



**University of Michigan**  
**Department of Public Safety**  
 1239 Kipke Drive  
 Ann Arbor, MI 48109-2036

Emergency	9 - 1 - 1
Non - Emergency	763-1131
Business Office	763-3434

Revised December 2001

A Joint program of the  
 University of Michigan  
 Department of Public Safety  
 and the University Community

## EYES AND EARS

“**Eyes and Ears**” is a program aimed at providing emergency service through the cooperation of alert radio-equipped University employees and the Department of Public Safety. This program has been proven to be an effective crime prevention tool in several major U.S. cities.

All University of Michigan vehicles involved will be marked with the “**Eyes and Ears**” logo. This logo will alert the public that the vehicle is an emergency reporting station and that the University employee operating the vehicle is trained to request emergency assistance. The logo itself may also serve as a deterrent and assist in campus crime prevention efforts.

“**Eyes and Ears**” will focus specifically on reporting suspicious persons and situations that appear to be related to crimes.

## THE TEAM

### UNIVERSITY MEMBER - DISPATCHER - PATROL OFFICER

**University Employee-** Two-way radios are a valuable means of communication, not only for business, but also for summoning help. When a questionable occurrence is spotted, the University employee can make instant contact with the DPS dispatcher who will send a patrol officer.

**Dispatcher-** The dispatcher plays a key role in the “**Eyes and Ears**” reporting process. The dispatcher is trained in crime reporting and will relay vital information to the responding patrol officer.

**Patrol Officer-** When the patrol officer is dispatched, the unit will respond as required by the seriousness and immediate emergency of the situation. All calls that officers respond to will be documented for proper follow-up.

## HOW THE TEAM WORKS

### What the University Employee Does.

Alertness to happenings on campus combined with on-the-spot observations will set into motion a sequence of communications to bring help to the scene. This may aid in the arrest and prosecution of those who commit crimes.

The University employee’s contribution in this team effort is to “**OBSERVE AND REPORT.**” **Independent action should not be taken.** The sooner an occurrence is reported, the faster the patrol officer and other emergency personnel will respond.

The University employee may provide temporary refuge to a person in an emergency situation until the patrol officer arrives. Remember the vehicle is not a police station, ambulance or taxi service, but a temporary emergency refuge.

## WHAT TO REPORT

### 1. Street Crimes

- assaults
- muggings
- robberies
- rapes
- abductions
- thefts

### 2. Suspicious Actions

- Slow moving vehicles (particularly at night with lights off) being driven aimlessly.
- Unusual property in vehicles, especially at unusual hours. For example, TV sets, stereos, unmounted tape decks, auto parts and computers.
- Person loitering around bicycles or examining the bicycle locks.
- Person carrying property at an unusual hour or in an unusual location.
- Person loitering around cars or going car to car peering into them.

### The University employee should report to the dispatcher:

**Location:** Be as specific as possible.  
Example: North side of Diagonal,  
900 N University Ave. near the flagpole.

### Description of the Suspect:

What does the person look like?  
Example: Male, white, approx. 25, 6 feet tall, 200 lbs,  
wearing a red cap, white sweater and blue pants

### Description of the vehicle:

What does the vehicle look like?  
Example: Red, '79, Ford, 2 door, License  
#ABC 123. Note damage, stickers, logos, etc.

The University of Michigan Department of Public Safety Dispatch Center is staffed 24 hours a day. The radio frequency for “**Eyes and Ears**” program participants will be DPS Access (1A). As always, the 9-1-1 telephone number is available for use.

## WHAT TO LOOK FOR

We need the full involvement of all University Members participating in the “**Eyes and Ears**” program. “**Eyes and Ears**” program participants must understand that by doing so they are playing a part in providing a safe environment for everyone within the University Community.

The primary responsibility is to **OBSERVE AND REPORT**. University Members should not become directly involved in an incident that is taking place if it can possibly be avoided.

Please observe as much as possible. The more information provided, the more likely it is that the Department of Public Safety will be able to apprehend and positively identify the suspect. Focus especially on physical features; clothing is easily discarded or changed.

### Try to remember:

- Color of hair, eyes and skin
- Facial features
- Approximate age, height and build
- Unusual marks, scars, tattoos, speech peculiarities, accents or mannerisms.

If a weapon is observed or used, make certain that the dispatcher is informed. Advise them of the type of weapon involved.

### Types of Weapons:

- knives
- firearms
- baseball bats
- tire irons
- any other instruments or tool