

CHARTER/PRIVATE SCHOOL (NON WC ASSOCIATED) INFORMATION CARD

IN THE EVENT YOU SEE A VIOLENT, IN PROGRESS, CRIMINAL ACT OCCUR.

- CALL 911, get police started in your direction
- Do not get involved unless you have to for the safety of the students
- Take appropriate action to secure the school
- Be a good witness
- If still on the phone give all details you can about the incident
- Write down all the information you can
- If you can, video record incident (i.e, smart phone, security camera, etc)
- Meet with police and give them the information

IN THE EVENT YOU SEE A NON VIOLENT CRIME OCCUR.

- Call the non emergency number - 334-COPS (2677) or 334 -2121
- Be a good witness
- Write down all the information you can
- If you can, record incident with phone
- Meet with police and give them the information

IF THERE IS POLICE ACTIVITY IN THE AREA OF YOUR SCHOOL THAT YOU ARE CONCERNED ABOUT

- This may be, if you are seeing a multiple unit response, with active lights and sirens
- A traffic stop with one of two units is typically routine in nature.
- Call the non emergency number 334-COPS (2677) or 334 -2121

INFORMATION NEEDED

- Tell the call taker who you are
- What school you are with
- Where the school is located (call takers may not know what the location of your school is)
- Let call takers know what you saw, and that you are looking to make a determination on the appropriate safety steps for your school.
- Please be patient.
- It may take a few moments for the call taker to find the information you are looking for.
- The call taker may be actively involved in the call and have to prioritize what they are doing.
- Call takers do not always know what other agencies are doing (Sparks Police, Washoe County Sheriff, School Police, Reno/Sparks Fire, Nevada State Troopers, etc..)
- Call takers will not know what REMSA is working on.
- If during any of these situations you decide to place your school in a "lock down" (The Reno Police Department will not recommend or suggest how to operate, you must follow your own established policies.)
- Let the call taker know you are implementing a "Lock down"
- Ask the call taker to call the school when the incident is secure.
- The call taker may give you a limited amount of information about the incident and the police are securing from the scene.
- If you need more information please ask to speak with a Sergeant.
- The Reno Police Department cannot advise you when to end your "lock down" and return to normal activities, only Reno Police has cleared the call for service.

PHONE RESOURCE LIST:

RPD Non Emergency Dispatch	334-COPS (2677) or 334-2121	WC School Police Non Emergency	348-0285
RPD Front Desk	334-2175	WC Sheriff's Non Emergency	785-4629
Reno Direct	334-INFO (4346)	WC Sheriff's Front Desk	328-3001
• Graffiti		Sparks Police Non Emergency	353-2231
• Abandon Vehicles		Sparks Police Front Desk	353-2428
• Chronic Speeding			

