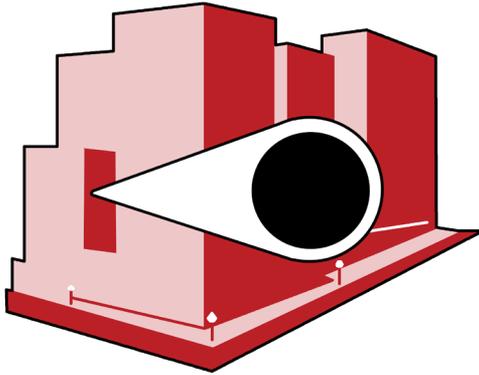


**KENT COUNTY  
SHERIFF DEPARTMENT  
BUSINESS WATCH**



**SHERIFF**



**PATROL**

**BUSINESS  
WATCH  
DISTRICT**



*Compliments of:*  
KENT COUNTY SHERIFF'S DEPARTMENT  
COMMUNITY SERVICES UNIT  
616-632-6220  
Lawrence A. Stelma, Sheriff





## **KENT COUNTY SHERIFF DEPARTMENT BUSINESS WATCH**

### **PURPOSE:**

The purpose of the Kent County Sheriff Department Business Watch is to encourage the free exchange of information and crime prevention techniques between the law enforcement community and local businesses.

### **WHAT IS “BUSINESS WATCH”**

The Business Watch is a partnership between the business community, local authorities, the police, and other organizations that represent business interests. It enables individual businesses to take an active part in preventing and reducing crime through sharing information, raising awareness, and improving communications through meetings and a functional “calling tree”.

### **MISSION STATEMENT:**

The mission of the Kent County Sheriff Department Business Watch is to help promote a safe environment for people to work, shop, and live in. This is accomplished by businesses and law enforcement working together to reduce crime in the work place. The primary objective is to educate business owners and their employees to recognize crime and risks. The secondary objective is to train business owners and employees to take steps in reporting and preventing crime accurately.

## **HOW DOES THE BUSINESS WATCH WORK?**

Our Business Watch is modeled after the highly successful Neighborhood Watch Program, establishing a formal communication network among businesses in a specified area. Members in each area are alerted to the potential of crime and current crime trends. Members are encouraged to form a “community” that watches out for one another.

Our commitment as law enforcement is to provide Business Watch Members with information and crime prevention training. Members will be educated on how to recognize and report criminal/suspicious activity. Many other topics of crime prevention and safety issues will also be addressed.

The Business Watch is not meant to replace your current security system or plan. Instead it is to augment these and enhance the overall awareness and safety of the business, its employees, and its customers.

***“When crime is reduced, everyone wins”***

## **BENEFITS OF MEMBERSHIP**

- Network with other businesses
- Build better relationships with your local law enforcement
- Learn crime prevention techniques
- Increase awareness and reduce crime
- Availability of training for your employees
- Availability of sign/stickers showing your membership with the Business Watch that alerts others to your commitment to crime prevention

## **HOW DOES THIS ALL COME TOGETHER?**

A functional “calling tree” is only activated by law enforcement and only for criminal activity that concerns the businesses and their employees.

In addition to this, law enforcement personnel can conduct training for your employees at your business that stretch across a broad range of topics.

### **TRAINING SEMINARS:**

The following training seminars are currently offered through Business Watch;

- Retail Fraud
- Crime Reporting
- Bad Checks
- Office Security
- Internal Theft
- Identity Theft
- Armed Robbery

Other specialized training is available, upon request, based on your businesses need.

## REPORTING A CRIME OR EMERGENCY

When reporting a crime or emergency to your police or sheriff department, the following information is needed:

1. Your name and address.
2. The type of crime or emergency.
3. The exact location of the situation.
4. The description of the vehicle and or suspect involved.
5. The direction of flight.
6. The time of occurrence.
7. Any weapon used. If so, what type.

\*Kent County Sheriff Emergency number:.....911

\*Non-Emergency number:..... 632-6357

\*Sheriff Information number: (Mon-Fri 8:00-5:00)..... 632-6100

These seven requested items are very important, however, do not wait until you can answer all of them. Call as soon as you observe said crime or emergency, then attempt to obtain the answers to numbers four (4) thru seven (7).

## EXAMPLE OF REPORTING A CRIME

This is Mrs. Jones at 2133 Observation Court, S.W. Someone is breaking into a parked car in front of my house. The vehicle is a green 2000 Ford Mini Van.

The suspect breaking in is a white male, 20-23 years old, 5'10" to 6' tall, medium build, 165 to 175 lbs., brown shoulder length hair, wearing a blue jean jacket, blue jeans and white tennis shoes with blue stripes. He just ran north on Observation Court carrying a CD Player taken from a car.

## 9-1-1

How to make an emergency call to 9-1-1:

1. Stay calm. Don't get excited. Dial 9-1-1 right away. Don't wait for someone else to call.
2. Tell the person who answers the phone exactly what is wrong, like this: "...there was just a car accident in front of my house."
3. Tell them the exact address where the emergency is, including your apartment number if you live in an apartment.
4. Tell them the phone number you are calling from.
5. Tell them your name.
6. **DO NOT HANG UP...**until the person on the telephone tells you to. They may need to ask you more questions to help the fire, police, or ambulance find you. They also will tell you what to do until help arrives.

# CRIMINAL DESCRIPTION SHEET

## PHYSICAL DESCRIPTION:

Height \_\_\_\_\_

Weight \_\_\_\_\_

Nationality (if known) \_\_\_\_\_

Complexion \_\_\_\_\_

Eyes-Color-Eyeglasses  
(Alert-Normal-Droopy)

Visible Scars, Marks,  
Tattoos

Age \_\_\_\_\_



\_\_\_\_\_ Hat

\_\_\_\_\_ Hair  
\_\_\_\_\_ Beard,  
\_\_\_\_\_ Mustache,  
\_\_\_\_\_ Sideburns

\_\_\_\_\_ Necktie

\_\_\_\_\_ Shirt

\_\_\_\_\_ Jacket  
\_\_\_\_\_ or Coat

\_\_\_\_\_ Weapon

## METHOD OF ESCAPE:

Direction \_\_\_\_\_

License No. \_\_\_\_\_

Vehicle Description \_\_\_\_\_

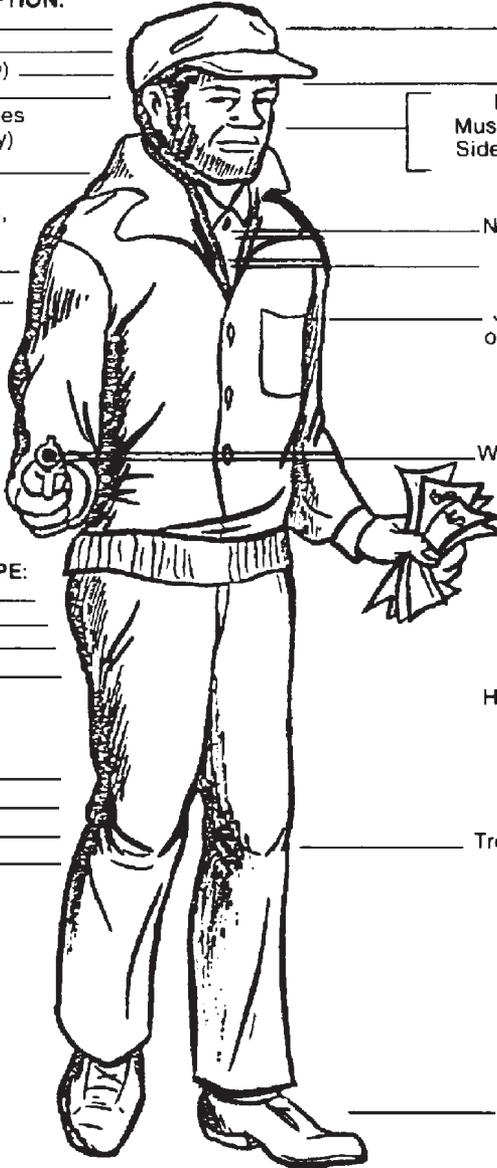
\_\_\_\_\_ Left  
\_\_\_\_\_ or  
\_\_\_\_\_ Right  
\_\_\_\_\_ Handed

## REMARKS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Trousers

\_\_\_\_\_ Shoes



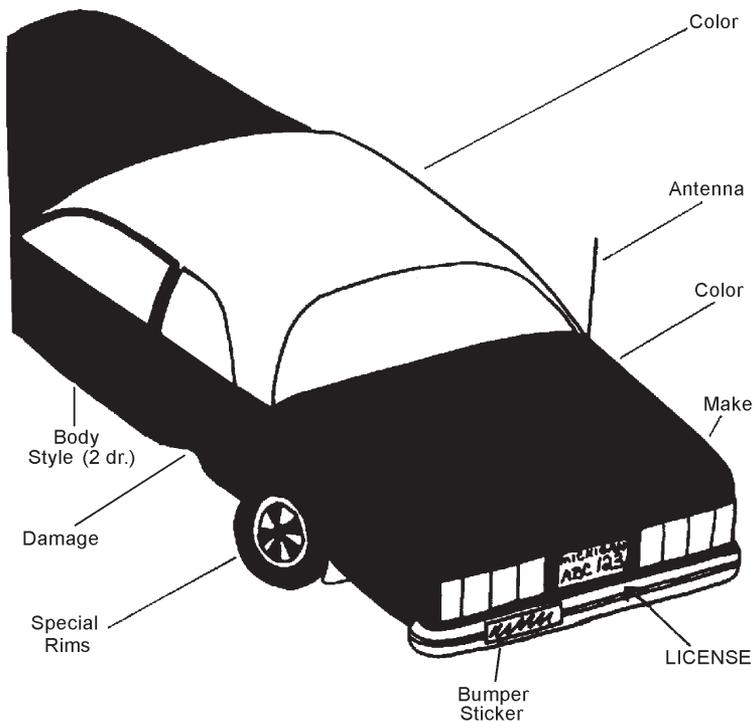
## DESCRIBING A PERSON

When describing a person, you are attempting to distinguish this person from all others.

\*Start description from the top down

- 1) Race-white, black, spanish, etc.
- 2) Sex-male, female
- 3) Age-18 to 20 yrs., 30-40, etc.
- 4) Clothing-type, color, hat, coat shirt, pants, shoes, etc.
- 5) Height-5'8" to 5'10", etc.
- 6) Weight-140 to 150 lbs., etc.
- 7) Hair-color, style, length, beard, mustache, side-burns, etc.
- 8) Build-fat, thin, large,petite, etc.
- 9) Other-scars, tattoos, moles, etc.

## VEHICLE IDENTIFICATION



## DESCRIBING A VEHICLE

When describing a vehicle, attempt to supply as much information as possible that would allow the officers to distinguish this vehicle from many others.

\*Start description from the top down

- 1) LICENSE NUMBERS-most important.
- 2) Color(s)-two-tone, three-tone, etc.
- 3) Body Style-2-door, 4-door, pick up, etc.
- 4) Make-Chevrolet, Ford, Oldsmobile, Plymouth.
- 5) Year-(if not known) new or old.
- 6) Any outstanding features-damage, rust, clean, dirty, CB antenna, etc.



**Kent County Fire & Emergency**  
**Telephone 9-1-1**

# **Help Prevent CRIME**

- ☆ **OBSERVE**
- ☆ **REMEMBER**
- ☆ **REPORT**
- ☆ **RECORD**