

Safety is everyone's concern!

Remember — *Law enforcement officers can't be everywhere at once, but you can.*

It's simple:

- *Use your eyes and ears and then your telephone.*
- *If you spot something suspicious, call the Police Department immediately at (973) 992-3000 extension 0.*



Community Policing Unit

333 S. Livingston Ave.
Livingston, NJ 07039

Phone: (973) 992-3000 ext. 3600

Livingston Police
Department

Keeping our
Schools Safe



Community Policing Unit
(973) 992-3000 extension 3600

How can I help keep my child's school safe?

Report Suspicious Behavior

What are examples of suspicious behavior?

- People in and/or around the building or areas of the school who do not appear to be conducting legitimate business
- Unauthorized people in restricted areas
- People who follow immediately behind others into card-access or locked buildings while the door is open. Never hold a door open for someone you don't know!
- People driving vehicles slowly and aimlessly around the parking lot
- People sitting in vehicles for extended periods of time
- People who change their behavior when they notice that they have been detected
- People dressed inappropriately for the weather or occasion, i.e., wearing a coat when the temperature is warm
- People abandoning parcels or other items in unusual locations

What should I do if I see suspicious behavior?

Call the police department. If you believe you are witnessing a crime in progress, call 911. Otherwise, call the non-emergency line at (973) 992-3000 extension 0. Be prepared to give information to the police dispatcher. You may be asked the following questions:

- What is your location?
- What is your emergency (what are you reporting)?
- What number are you calling from? (This is important in case the call is dropped. It is especially important if you are using a cell phone.)
- Description of persons and/or vehicles.

How to describe a person

Basic characteristics:

- Gender
- Race
- Age
- Height
- Weight

Give a head-to-toe description:

- Hair color and length
- Eye color

- Glasses
- Facial hair
- Clothing description
- Scars/marks/tattoos

How to describe a vehicle

- License plate number
- Make
- Model
- Color
- Style
- Dents, stickers, missing parts, etc.
- How many occupants
- Direction of travel

Other things to note

- Did the actor have any weapons?
- What did the actor say?
- What did the actor do?
- Was anyone injured?
- How did the actor leave?
- Which way did the actor go?
- How long ago did the incident happen?

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