

## ESSEX COUNTY NEIGHBOURHOOD WATCH ASSOCIATION



### REPORTING NON EMERGENCY CRIME 101 ONLINE : GENERAL GUIDANCE

There are times that we need to call Essex Police and telephone 101 on a Non-Emergency matter and as you know there is also an ONLINE way to communicate to Essex Police too.

It may help to know what the screens look like before you go online?

These are attached and in order too.

So familiarise yourself with the screens before you actually enter the information.

However BEFORE YOU START please ensure that you have all the details that may be requested of you when you are entering on each screen , as this will help you to complete the task without too much delay . So just take a moment to scan through a number of the” dummy” screens first , yes there are similar screens but scroll down as they show all the information requested!

You are allowed to report on behalf of someone else.

BUT You MUST have their permission.

Please you need their full names, postal address, phone number and email address.

Essex Police will need to make contact with them and may do so within twenty four hours.

Please have as much information on the incident you are reporting and who is the victim if it is not yourself.

To “Report a Crime” see the box which says “Report a Non-Emergency Crime” and click on the link.

In the box provided “Where did the crime happen?”

Please ensure you have the postal code or the name of the nearest town, village or city.

*If you know the place enter it on Google and you will see the postal code.*

It is essential that you not only know as much of the incident as possible but also the items that may have been stolen/damaged e.g. a description of the vehicle, its make/model, registration number, and colour and also any personal items i.e.: value of cash, descriptions of a bag/purse.

If a phone is stolen you need the make and model but take time NOW to enter on the phone’s keyboard \*#06# and you will see on the phone the IMEI number – this is the phone’s international serial number which is important to know should it be lost or stolen – add this serial number in the 101 report.

So write down all you know of the phone and this number now for your reference.

You may “know” who committed the crime and therefore there is a screen where you can enter the “suspects”.

Remember all this information is private to Essex Police at all times.

If however you are not keen to enter such information on these “suspects” it is recommended that you report the incident and the “suspects” to Crimestoppers - who have a strict confidential rule never to “identify” the person or persons who report any crime.

Finally it is worth noting that you do have a screen (7) to edit any details before you send the report.

*Should, after you have sent the report, you had forgotten to enter all the details or have updated information for Essex Police, you can send a further message to update Essex Police but this is after they have sent a reference number in reply to your initial “report” and Essex Police will update their system.*

It is hopeful that this is of help when entering any crime on 101 online or even by phone.

Please remember that preparation is the key before you do so.

Clive Stewart, Chairman, Essex County NW Association April 2018