

Police Department Manual (PDP)

PDP 203–06: Reporting Crimes

Effective: 9/14/2017

Revised: 11/1/2025

Purpose

To provide guidelines for encouraging people to report all crimes in an accurate and timely manner

Source

University policy

Policy

ASU encourages people to report all crimes in an accurate and timely manner. If the victim elects not to report, or is unable to report, the report may be made by a third party.

Procedure

If you are involved in or are a witness to a crime in progress, dial 911 immediately and report the incident. Text to 9-1-1 is available if you are unable to talk to the operator and are located on one of the ASU campuses within Maricopa County. If a cellular phone is used to report the incident, tell the call taker your location so you can be directed to the proper police agency if needed.

If you are involved in or a witness to a delayed or non-emergency crime, call the police department for your jurisdiction.

- Tempe Campus/West Valley Campus/Polytechnic Campus/Downtown Phoenix Campus/Mesa City Center (MIX)— ASU Police Department — 480/965-3456
- ASU Barrett & O'Connor Washington Center — Washington D.C. Metropolitan Police Department — 202/727-9099
- ASU California Center (both Broadway and Grand) —Los Angeles Police Department — 310/458-8491
- ASU School of Social Work Tucson – Tucson Police Department 520/791-4444.

If the victim is unable or unwilling to report the crime, it may be reported by a third party. Crimes should not be reported through ASU social media channels as they are not continuously monitored nor are those who monitor them properly trained in police response.

If police intervention is not desired, you can inform ASU of the crime by:

Filing an incident report with the [Office of Student Rights and Responsibilities](#)

Filing an incident report with the [Office of University Rights and Responsibilities](#) if the matter involves discrimination, harassment, or retaliation.

Reporting an incident by calling the [ASU Hotline](#)

ASU Police Department will respond, render aid as necessary, assist all involved, and investigate the incident as required by law and policy.

The ASU Police Communications Bureau is staffed 24 hours a day, seven days a week, by trained public safety dispatchers. The dispatchers receive calls from the 911 and non-emergency lines and the LiveSafe mobile app. Calls are assigned to the appropriate police or emergency personnel to handle. When calling to report a crime or incident, be ready to give information on the following:

- where the incident occurred or is occurring
- what is happening
- when did the incident occur
- who was involved
- where and when the suspect(s) was last seen
- description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars)
- weapon(s) if any were seen and a description
- other relevant information

Cross-References

For further information on reporting emergencies, see:

1. [PDP 101-01](#), "Reporting an Emergency"
2. [PDP 101-02](#), "Emergency Call Boxes"