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RIGHTS**

# Hate Crimes

HOW TO FILE A POLICE REPORT  
AND WORK WITH LAW ENFORCEMENT



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## HOW TO FILE A POLICE REPORT AND WORK WITH LAW ENFORCEMENT



We hope you never need to report an antisemitic crime or file a police report. However, crimes do occur, and you may need to turn to your campus police or local police agency to file a report. Below are some guidelines on how to file a report and look to law enforcement for support.

For crimes in progress, please call 911. To report an antisemitic incident or for other help, go to [www.standwithus.com/report-an-antisemitic-incident](http://www.standwithus.com/report-an-antisemitic-incident) or email [legal@standwithus.com](mailto:legal@standwithus.com). Also report to outside agencies like the [FBI](#) and [ADL](#) for their antisemitic data tracking purposes.

### Why file a police report?

Police agencies are required to collect and report annual statistics on all crimes in their jurisdictions: this includes antisemitic hate crimes. Accurate reporting can serve as valuable evidence for community members, local lawmakers, and your representatives in Congress to bring the issue of antisemitism to the forefront. The FBI recently reported that 55 percent of all religious-based hate crimes targeted Jews, even though Jews comprise only two percent of the U.S. population. The FBI only knew this because of people who self-reported incidents that they determined amounted to hate crimes. Your reporting thus plays a critical role in the analysis and combating of hatred nationwide.

### How do I file a police report?

If a crime occurred, if you are hurt, or if you are concerned for your safety, call 911 and file a police report with the reporting officer who comes to you. Alternatively, go in person to your local police station or campus police.

### In what instances should I file a police report?

You should file a police report for all antisemitic crimes, such as: antisemitic graffiti; a Jewish building being vandalized, including a mezuzah torn down; criminal harassment (in person or online); battery or assault; threatening text messages or social media posts, etc.

### What information should I obtain from the police when I file?

State you would like to file a **criminal complaint**. After you provide the details of what happened, **write down the case report number, the name, phone number, and email of the officer(s)** you spoke to. For campus incidents, also ask for the **incident number** in addition to the report number. An incident number is a dispatch number generated automatically for all incidents that occur on campus. A report number is only for reported crimes.

A police report is considered a legal document. When it is filled out properly, it may later be admitted into evidence if the case is prosecuted.

## What information will the police need to file a report?

The officer will ask you questions. State the facts in chronological order. What happened? Where? What time? What did you witness? Share with the police any evidence that may be useful to the investigation, such as unedited videos, text messages, emails, screenshots of social media postings, and event flyers.

Any information you give may become part of the public record. Therefore, we recommend giving your school email address or creating a new email just for filing. It's best not to share your personal email address.

**Be sure to state that you want this crime to be investigated as an antisemitic hate crime** when filing a police report. Explain why you believe the crime is likely motivated by antisemitism. Do not assume the reporting police officer knows how to identify antisemitism. StandWithUs can help you with this.

## How do I track my filing?

There are two different ways to track reports. An incident number is a number that is generated by a computer in dispatch for all incidents that occur on the campus, from calling for an escort at night to a criminal report. Hundreds of incident numbers are created each day. A report number is a number that is assigned specifically for crimes that occur on the campus. Reports are tracked statewide for statistical purposes. Please get both numbers for incidents on campus.



## What happens after I file a police report?

After you leave, as soon as possible, email everything to your point of contact at the police department (make sure you get an email address before you leave). In the subject line, write Report # [insert number]. Write out your testimony in a written statement. Then email copies of your written statement, all evidence, list of suspected perpetrators (if you have), and list of witnesses, along with your Student ID (for incidents on campus).

Police often ask for a witness statement to include in the report. Be sure to include all relevant facts and information.

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