



Suspicious and Concerning Phone Call Considerations

Report all campus phone calls or messages of a threatening or otherwise criminal nature to the UC San Diego Police Department.

- **If you feel there is an immediate threat, dial 9-1-1.**
- If you feel there is no immediate danger, call the non-emergency line, (858) 534-4357.
- You can also use the non-emergency line to report concerning calls or messages that are not necessarily threatening or criminal in nature.

If you are the one who answers the phone:

- Write down the:
 - o Phone number the call came from, if displayed
 - o Time of the call
- Try to observe any of the following information:
 - o Could you identify the caller's gender and approximate age?
 - o Was the voice familiar?
 - o Did the person have an accent or unique speech attribute?
 - o Was there any unique background noise?

If the caller leaves a concerning or threatening voicemail:

- DO NOT ERASE the message.
- If possible, email the message to the investigating officer.

Other precautions:

- Notify your office occupants and those nearby, as you deem appropriate.
- Consider:
 - o Keeping office doors and windows locked
 - o Closing blinds and window coverings
 - o Switching to remote work options
- If you work after dark, call (858) 534-9255 to request a safety escort.