

Directions For Using The SABA Calling Tree

This Calling Tree is to be used when a **crime has occurred and the perpetrators are at large, OR when a crime is strongly suspected to have recently occurred and the suspected party is still at large.**

If you are the Originating Call:

1. Write down a short description of the crime and description of the person or persons suspected. Approx. ht, wt, hair color, clothing, sex, race, what they were carrying, etc.
2. Call the top four businesses on the Calling Tree as soon as you can and share the above information.

To Continue a Call in motion:

1. When you receive a call, take notes.
2. Immediately call the next business on your branch of the calling tree.
3. 3 If the business you are calling is not open, call the next business on the list.
4. Immediately notify all other staff at your store about the call.

To Insure Success of the Calling Tree:

1. Keep the calling tree handy. Tack it to a bulletin board, put it in your store binder, or keep it under your phone.
2. Make sure **ALL** employees know where the Calling Tree is and know how and when to use it. Remember to make it part of your training process.

Police

It is your responsibility to notify the police if a crime occurs at your business. Reporting of crimes is encouraged as it helps our law enforcers know what is happening in our community.