

# **THE UNIVERSITY OF TEXAS AT EL PASO POLICE DEPARTMENT**

## **VICTIM CHECKLIST FOR STALKING AND HARASSMENT CASES**

The UTEP Police Dept. takes cases of harassment and stalking very seriously. Your case will receive the necessary attention from an investigator assigned to do the follow-up investigation into the matter. Your investigator will give you a case number that you may refer to. If you need help from the El Paso Police or the County Sheriff's Dept., you may refer to this number, saying that a report has been filed with the UTEP PD. They can cross-reference if needed. As you have already reported this activity to us, we will conduct all subsequent investigations, both on and off campus as needed.

There are some important things that you can do to assist the police in handling your case. This is especially important if the activity does not cease and an arrest is made.

### **COLLECTING EVIDENCE AND DOCUMENTATION**

This is important to your case, especially if the activity continues after an investigator has talked to the suspect. You should note all times that contact is made between yourself and the suspect. Document specific details about date, time, place, location, and any witnesses to the contact. This can be done utilizing a small notebook that you can carry with you.

Any messages such as emails, text messages, social media posts, faxes, and regular letters can also be valuable to your case. Do not discard any of the above. Call your investigator if you receive such items.

You may also keep a journal, like a diary, to show how this activity has affected you and your lifestyle. Things such as lost sleep, lost time from work or school, seeking counseling, having to obtain new phone numbers, getting door locks replaced, or even having to move your residence are all very important things to have documented. This journal can also serve as a memory refresher in a court of law. Please be advised that if introduced in court as evidence, the defense will also have the right to view the journal.

The police cannot guarantee your protection. You should take common sense approaches in this matter. When going to and from class, walk with someone. At UTEP, you can call the police for an escort to your vehicle. We may also be able to arrange special parking closer to the campus. The carrying of a cell phone is also recommended. When at home, lock your doors and windows. Travel in a group and try not to go out alone whenever possible.

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If you ever had a relationship with the suspect, such as previously married, cohabitating, or have a child where the suspect is the other parent, you can usually get a protective order. Call the El Paso County Attorney's office at 546-2050 for more information on protective orders. A protective order can give the police greater latitude in dealing with the suspect, as it will ban certain things that the regular laws do not cover. For example, prohibit any type of contact between you and the suspect.

Please call us at any time for assistance. The central number for the UTEP Police is 915- 747-5611. Dial this number if you are at UTEP and need the police immediately. If you forget the number, you can also dial 911 and we will respond. Investigators can be reached at 747-6236 / 747-8075.