

**When a crime occurs, please follow the procedure below:**

**1. Report Incident to Police**

Dial 101 (999 in emergency) or log at [www.hampshire.police.uk/ro/report/ocr/af/how-to-report-a-crime/](http://www.hampshire.police.uk/ro/report/ocr/af/how-to-report-a-crime/)

**2. Obtain a Crime Reference Number from Police**

**3. Contact Data Processor or Houghton Neighbourhood Watch (HNW)**

Contact details below. Request a review of CCTV images

**6. HNW contact Police with relevant information and CCTV images**

**5. Data Processor reports findings to HNW**

**4. Data Processor checks and saves related images**

**Contact Details:**

**HNW email:** [houghtonnhw@gmail.com](mailto:houghtonnhw@gmail.com) or Sara Walker - 07798 728640

**Data Processors:** Dennis Stephens or 07817 380831 Terry Heffernan 07834 483384

**Parish Council Rep:** Peter Chant - 07968 355442

***Please only make phone calls between 09:00 & 21:00***