**Suspicious persons in the workplace**

**“Security starts with you.”**

**What makes a person suspicious?**

* You don’t recognize the person as someone who should be in the building.
* The individual is not wearing their employee identification.
* They may be wearing odd clothing for the season.
* The person may appear nervous or attempts to conceal their face by turning away when approached.
* If challenged, they may give you vague answers with little or no eye contact or attempt to change the subject.
* Their actions or inactions may be suspect:
	+ Being in work areas they have no legitimate business being in.
	+ Wandering.
	+ Not asking for assistance.
	+ They are asking probing questions regarding security, surveillance equipment, number of employees, etc.

**What should you do if you encounter a suspicious person in your building?**

* If possible, let a co-worker know that you are confronting a suspicious person in the building.
* Ask the person if they need help in a non-confrontational manner
* Be nosy – Why are they here? Who do they need to see?
* If they are looking for a person or department on the same floor, then personally escort them there.
* If they are looking for a person or department on a different floor, then:
	+ Call that person or department and tell them that the visitor is being sent to their location.
	+ Ask them to call you back if the visitor does not show up in a few minutes.
	+ Have that person or department representative come to your floor and escort the person to the proper location.

**Suppose that doesn’t work?**

* Be observant.
* Get the best physical description you can of the person and immediately write it down.
* Note their direction of travel.
* Call the police immediately to report the suspicious person.

Capitol Police Emergency Number

 775-684-5700 Or 911

