



# SUSPICIOUS PERSONS IN THE WORKPLACE

## 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.
- If challenged, they may give you vague answers with little or no eye contact.
- Their actions or inactions may be suspect:
  - Being in work areas they have no legitimate business being in.
  - Wandering.
  - Not asking for assistance.

## ? 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.

## 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. For areas outside of Capitol Police jurisdiction, your agency may advise you to call building security first.

Division of Capitol Police  
Emergency Numbers

786-HELP (4357)

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