

Effective Reporting of Suspicious Activity

If there is any doubt regarding suspicious behavior, it should be reported to appropriate management, security or law enforcement, in accordance with your company policy.

Be prepared to provide accurate information that includes:

- ✓ Date, time and place of your observations.
- ✓ A complete description of any suspicious activity.
- ✓ A detailed description of any suspicious individual including characteristics such as height, weight, gender, age, hair color, eye color, complexion, scars, birthmarks, tattoos, clothing or jewelry.
- ✓ A description of any suspicious item.

- ✓ Any identifying information given by suspicious individual such as name, date of birth, place of birth, driver's license number, passport number, credit card number, and citizenship.
- ✓ A description of any suspicious odor or residue.
- ✓ A detailed description of any vehicle in which suspicious individuals are traveling including license plate number, color, make, model and any dents or damage