

**STANDARD
PROCEDURE**

DETECTING

U.S. RESETTLEMENT AGENCY
SAFETY & SECURITY



ACTIVITIES

OPERATING

SURVEILLANCE

1. TAKING PICTURES OF THE OFFICE

If someone is taking pictures of the office or inside of the office.

2. GOING THROUGH THE TRASH

If an outsider is going through the trash.

**3. SERVICE CALLS SUCH AS CABLE REPAIR OR THE LIKE
UNANNOUNCED**

If there is no call for service and someone shows up at the office.

4. LOITERING IN VEHICLES

If someone is parked in a car watching the building.

5. ASKING QUESTIONS/KNOWING THE ROUTINE

Someone is asking questions about the daily routines of the office and the personal business/lives of employees or clients, or they know information that they should not.

6. WALKING AROUND THE PERIMETER OR LOOKING IN WINDOWS

"IF YOU SEE SOMETHING, SAY SOMETHING"

REPORT SUSPICIOUS ACTIVITY TO YOUR SUPERVISOR

IF THERE IS AN IMMEDIATE THREAT OR EMERGENCY CALL 911