

# 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