

Capitol Police

SUSPICIOUS ACTIVITY

Law enforcement agencies function more effectively with the assistance of responsible citizens. They are counting on you to call and tell them when you observe suspicious persons or actions.

WHAT IS SUSPICIOUS ACTIVITY?

Anything that seems “out of place” for the area, or is occurring at an unusual time of the day could be criminal activity. Some of the things to watch for and report include:

- Any unusual noises, like a scream, fighting or gunshots which may indicate a crime is being committed.
- Any person or persons removing items from the office area or building.
- Any vehicle that appears to be moving slowly without purpose or following a course that appears aimless or repetitive.
- Anyone being forced into a vehicle.
- Someone carrying, or possibly concealing, a weapon.
- Any stranger in the workplace.
- Any person exhibiting unusual mental or physical symptoms. They may be injured, under the influence or otherwise needing assistance.

While this list describes many suspicious situations, it is by no means a complete record of all instances that occur. While some of the above situations could have innocent explanations, it is better for local law enforcement to investigate the situation.

BOMB THREATS

If a telephoned bomb threat is received, stay on the line, and make a note of the caller’s voice. Did the caller have a deep or high voice, accent, or did you recognize the voice? Listen carefully for background noises and write down the caller’s exact statement to give to police.

SUSPICIOUS PACKAGES

A suspicious package must be handled with care, don’t shake or bump it. Never attempt to move the package once you determine it to be suspicious; leave it in place and move everyone away from it. Wait for authorities to give instructions.

COMMON INDICATORS OF SUSPICIOUS PACKAGES:

- No return address
- Restrictive markings
- Mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only or incorrect title
- Wrong title with name
- Badly typed or written, lopsided or uneven
- Rigid or bulky
- Strange odor
- Oily stains, discolorations, crystallization on wrapper
- Excessive tape or string

If you are concerned that a package is suspicious, call local law enforcement.

WORKPLACE VIOLENCE

It is critical to quickly recognize the warning signs of violence. Anyone can become violent, including: visitors, customers, clients, and co-workers.

Many government offices are responsible for life-changing events, which may provoke irate and violent behavior. Be aware and watch for signs of possible violence.

VERBAL WARNING SIGNS MAY INCLUDE:

- Talking about weapons
- Using angry or threatening tone
- Shouting, screaming or cursing
- Threats or sexual comments
- Challenging rules or authority
- Making unreasonable demands
- Talking irrationally

PHYSICAL WARNING SIGNS MAY INCLUDE:

- Displaying a weapon
- Nervous pacing, restlessness
- Clenching fists or jaw, tightly gripping objects
- Violent gestures, pounding or breaking objects
- Angry looks or staring
- Staggering, slurred speech or other signs of being under the influence

If someone shows signs of losing control, alert a supervisor and law enforcement. Stay calm, talk slowly and keep an escape route open. Offer the person non violent choices and suggestions.



State Employee Security and Safety Guide



Florida Department of Law Enforcement

SECURITY AND LAW ENFORCEMENT RESPONSE TO STATE FACILITIES

Capitol Police has primary responsibility for the Capitol Complex. The Capitol Complex is defined as: The Capitol Building, Historic Capitol, House and Senate Office Buildings, Knott, Pepper and Holland Buildings. The Capital Circle Office Center (CCOC) is also the responsibility of Capitol Police. For assistance call 850-488-1790.

Employees and visitors of facilities outside the Capitol Complex and CCOC will rely on local law enforcement for emergency services. The following information is intended to assist those employees housed in Tallahassee facilities outside the responsibility of Capitol Police.

In an emergency dial 911 for help.



Below are non-emergency telephone numbers for local law enforcement:

Tallahassee Police Department: 850-891-4200

Tallahassee Fire Department: 850-891-6600

Leon County Sheriff's Office: 850-922-3300

CALLING THE POLICE

When you observe suspicious activity, even though you may not be the only observer, call the police.

The police would rather get multiple calls about the same incident than no calls at all.

Citizens fail to act because they are not sure if the activity they are observing is criminal. When in doubt, call the police and be prepared to furnish the following information:

- Your name and office address.
- If the incident is in progress or has already occurred.
- Details as to who, what, when and how the incident occurred.
- Any injuries.
- If a weapon is involved.

When describing a subject, provide information to include: race, sex, age, height, weight, hair color and length, scars, tattoos, clothing, and facial hair.

If a vehicle is involved, the description should include: make, model, color, year, tag number, markings, dents, and direction of travel.

Stay on the phone until you have answered all questions from the dispatcher.

If safe, stay in the area until the responding officer arrives. Do not put yourself in danger.



FIRE SAFETY

In a fire emergency, the building's fire system should initiate. When you hear the alarm, follow the steps below to ensure a safe escape:

- Check for heat on doors prior to opening them.
- Proceed calmly and follow the emergency evacuation route.
- Exit the building and continue to move to the designated rally point.

If you see a fire that is uncontrolled and are not able to call the fire department, go to the nearest pull station and follow the instructions.

If you notice a strange odor or smell smoke, contact your building manager. However, if you believe fire is an imminent threat call 911 immediately.

Fire drills are periodically completed to ensure that everyone in the building is aware of their escape route. Take the drills seriously and leave the building when prompted. Never assume the alarm is sounding for any other reason than a real emergency.

If you are impaired, please contact your floor warden and building manager to arrange assistance prior to an emergency.



PARKING GARAGE SAFETY

The following steps should be taken to enhance your safety when using state parking garages:

- Pay attention while walking through parking lots and garages.
- Walk with your head up and observe others in the area.
- Always lock your vehicle and secure valuable items out of sight.
- When leaving work, walk with a group of people if possible. If alone at the Capitol Complex or CCOC, call 850-488-1790 and request an escort to your vehicle.
- If you plan to work late, move your car closer to the building into a well-lit area.
- Always have your keys in your hand ready to unlock your door.
- If you spot a suspicious person in the garage, return to the building and call law enforcement.

