



St. Michaels Police Department

CRIME PREVENTION

STREET SENSE – PERSONAL SAFETY BASICS

STAY ALERT to your surroundings.

PLAN where you are going before you go

USE Your INSTINCTS and INTUITION.

PROJECT A CONFIDENT IMAGE.

- Keep zippers and snaps closed on purses or bags.
- Hold your purse/briefcase close to your body, not towards your back.
- Carry your purse/briefcase towards the building side of the sidewalk.
- You are more vulnerable, the more packages you carry.
- If a driver stops to ask directions, avoid getting near the vehicle.
- Avoid strangers that contact you first.
- When someone tries to stop you, keep walking. Don't talk or give them money.
- If they persist, LOUDLY tell them to leave you alone, then walk away!

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 vague answers and little or no eye contact.
- Their action or reactions may be suspect.

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.

Ask the person if they need help, in a non-confrontational manner.

Suppose That Doesn't Work?

- Get the best physical description you can
- Immediately write it down
- Note their direction of travel
- Call police immediately to report the suspicious person

THREATENING COMMUNICATION

#1 Rule - Take all Threats Seriously

Threatening Telephone Calls

Tips for handling threats received over the phone:

- Stay calm.
- Keep the person on the phone as long as possible.
- Write down the information - word for word.
- If You don't understand what the caller means, ask for clarification.
- If you have caller I.D., write the caller's number.
- Ask the caller for details. If a bomb threat ask of location, detonation time, etc
- Note anything that might be significant about the caller's voice (male/female, accent, etc.)
- If voice sounds familiar, note who it sounds like.
- Pay attention to background noises (street sounds, public address systems, etc.)
- Ask caller for a name, location and telephone number. (Oddly enough, there have been cases where the correct name and address was given).
- Have someone notify police IMMEDIATELY!
- Do NOT use the telephone after receiving the call until authorized by police.

Other Threatening Communication

- Handle all letter threats as little as possible.
- Do not throw away the envelope.
- Do not erase email threats from your computer, even if you think it was not intended for you.
- Immediately report the threatening communication to the police.

What You Should Not Do. DO NOT...

- Pull the fire alarm.
- Panic and encourage others to panic.
- Touch or allow others to touch any suspicious packages.
- Make any general announcement without approval.

Know your emergency contact numbers and post them in your home and workplace