

MANAGING SUSPICIOUS PERSONS

A suspicious person is either one who is exhibiting suspicious behavior, or who is in an area in which he/she does not belong, or who is doing something that is not normal (such as supposedly changing the oil in a car in the parking lot).

Suspicious behavior is sometimes difficult to define, but is best described as something most people "know when they see it". They include actions that are out of place, not quite right, or about which you just "feel uncomfortable."

The following is a partial list of behavior or circumstances that may be suspicious:

1. Wearing heavy clothing in warm weather (e.g., a trench coat when it is 85 degrees outside).
2. Asking questions that are not common about the location of something, security measures, or availability of chemicals or other items.
3. Attempts to conceal the face by turning away when someone approaches (e.g., rapidly turning and pretending to read something on a bulletin board).
4. Hiding in shadows or behind objects in an apparent attempt to keep from being clearly seen.
5. Being evasive when asked a direct question, attempting to change the subject.
6. Giving too many details that are unrelated to the conversation (e.g., when asked about what their presence in a restricted area, the individual talks about what they did when they got up in the morning, where they parked, everyone else they have visited in the area, etc.).
7. Carrying items that do not fit in with the situation (e.g., a non-tradesman carrying a toolbox into the synagogue).
8. A vehicle parked near the building that appears out of place by virtue of its signage, bumper stickers, or state of disrepair.

Suspicious Person Notification Procedure:

1. If you see someone or something that is suspicious, mentally note or write down the following information:
 - What they are wearing
 - What they look like (height, build, hair color, skin complexion, etc.)
 - Where they are
 - The direction they are heading (if they are moving)
 - Any vehicles that are involved (include type, color, and license plate, if possible)
 - What they are doing
2. Take action immediately by notifying one of the following in the order listed:
 - **Executive Director:** **Mobile:**
 - **Rabbi** **Mobile:**
 - **Educator (during religious school only)** **Mobile:**
 - **Nursery School Director (during school hours only)** **Mobile:**
 - **Maintenance / Facilities** **Mobile:**
1. The person you contact will call the Police Department immediately and request that an officer be sent to check on the person or circumstances.
2. If none of these people are immediately available, DO NOT WAIT, but instead call 911 yourself.