



# **Reporting Suspicious Activity in the Greater MetroWest Jewish Community**

## **Incident Report Guide**

*If you **SEE** something, **SAY** something! **DO** something!*

**Immediately notify public safety officials if you detect high-risk, unusual behavior or suspicious items. Let law enforcement make the decision on what response to take. Your responsibility as a concerned citizen is to help the police help you.**

## **REPORTING SUSPICIOUS ACTIVITIES**

This guide will explain:

- How to identify suspicious activities or persons
- What types of suspicious activities and suspicious individuals to report to the police and Federation Security
- How to report suspicious activities

Now more than ever, with our nation's increase in both crime and terrorism, it is important for citizens to come forward and provide valuable information.

Remember: Don't be shy. Your job is simply to report, and let law enforcement and security personnel investigate the situation. What you see and report is invaluable and may save lives.

**WHAT ARE SUSPICIOUS ACTIVITIES?** Sometimes it can be confusing about what to report and when to report it. What exactly is a "suspicious activity"?

Suspicious activities are incidents, events, individuals, or circumstances that seem unusual or out of place.

Some common examples of suspicious activities include:

- A stranger loitering around your school, synagogue, or building
- A vehicle slowly cruising the parking lot repeatedly
- Strangers removing license plates or loading valuables into vehicles
- Someone peering into cars or windows
- Strange odors
- Open doors or windows when your school or synagogue is closed
- Someone tampering with electrical, gas, or sewer systems without an identifiable company vehicle or uniform
- Sounds of breaking glass, gunshots, screaming, or fighting

**REMEMBER:** A quick and accurate description of events, vehicles, and persons can make all the difference in apprehending a potential criminal. Any type of activity or circumstance that seems unusual should be reported.

## **WHAT TO REPORT**

There are four general categories to consider when determining what to report. Staff and volunteers should generally report:

- Suspicious activities, people, and vehicles
- Unusual events or incidents
- Dangerous situations
- Suspicious communications (text messages, phone calls, voice mail messages, emails, letters or packages, etc.)

When filling out the Incident Report, provide as much information as you can accurately recall.

## **HOW TO REPORT**

Staff and volunteers should know how to report suspicious activities. To report suspicious activities, crimes in progress, or possible terrorist activities:

- Dial 911 to call the local police in the event of an emergency
- Tell the call taker what happened and the exact location of where it occurred
- Provide a detailed description of individuals or vehicles
- Remain on the phone and stay calm
- Be prepared to answer follow-up questions

Complete the Federation Incident Report with as much detail as possible and forward to Federation Security who will follow up with appropriate law enforcement authorities.

Direct questions or comments to:

**Robert A. Wilson, Chief Security Officer**

Jewish Federation of Greater MetroWest NJ

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