

# PROTECTIVE SERVICES POLICE DEPARTMENT



## Employee Safety Tips

### Message from the Chief:

*As the Chief of DC's Protective Services Police Department, it is my duty to oversee the operations of this department by ensuring a safe environment for District of Columbia government workers, visitors, and residents. In addition to Law Enforcement Services PSPD provides professional Force Protection Security Services at various facilities. There are things you can do as an employee of the District to enhance the protection and safety for yourself and fellow co-workers. If you ever feel there is a threat or are concerned about a situation Please Contact us.*



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## Employee Safety Tips

### Why We are Targeted:

- If you have something of value on your person, in your office, or at your home, do not announce it to the world. There are always people Looking and listening for announcements like this.
- Do not make yourself an easy target because you think “it can’t happen to me”. Always be aware of your surroundings as well as “who” is around.
- Do not talk loud on the phone and give locations where you will be and times you will be there. Do not have “blinders” on if you are talking on a phone, pay attention.

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## Employee Safety Tips

### How to Reduce Your Chances of Being a Victim:

- Try not to depart at the same time every day.
- Walk out of work with a buddy if possible.
- Take a beginner self-defense class
- Be cognizant of your surroundings, if you see someone; let it be known that you see them.
- Notice what they are wearing, how they look, any distinguishing marks, and near by cars, voice patterns.
- Do not be afraid to yell for help if you feel threatened in any situation.

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## Employee Safety Tips

### Purses and Backpacks

- Do not keep large sums of money in your possession.
- Do not talk about what is in your purse. Do not flash money or talk about money in your purse or on your person.
- If someone wants your purse and threatens personal harm, give it to them, it is not worth getting hurt.

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## Employee Safety Tips

### Cell Phones and Laptops

- These items are easily picked up if they are lying around. Lock office doors and/or secure items within your workspace when ever you depart the space.
- Easy targets are more likely to be taken advantage of.
- Never tell everyone when you will be returning, only give your supervisor this information.

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## Employee Safety Tips

### Secure Office Doors and Exits

- If you see a door open, close it and report it to your supervisor.
- Use main entrances and exits at all times.
- Try to exit with a friend when ever possible.
- Keep your keys in your hand for easy access to your vehicle.

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## Employee Safety Tips

### Don't Invite Strangers Into Secure Environments

- It is not your job necessarily to check ID's, but if you are suspicious, unsure, or you do not feel safe, ask for identification. If someone is at your location for business, they will have no problem giving you ID.
- Sometimes people forget their badge; do not let them in unless you know who they are.

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## Employee Safety Tips

### If Someone Seems Out of Place, Call PSPD

- There are many people who roam around the city, do not mistake their presence for being improper or out of place.
- Look for someone looking at entrances, asking questions about the hours of the building, and possibly taking pictures. Also someone asking if there is security, if the security officers carry guns, or if the individual is just loitering for extended periods of time.
- Notice if someone is following you, or seems to show up at a certain time during the day or the week.
- If this person leaves a box, backpack, bag, or any item that seems suspicious or out of place, notify PSPD immediately.

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## Employee Safety Tips

### Auto Theft & Personal Safety:

- Keep all valuable items out of site.
- Put items of value in your trunk if possible
- Do not leave garage door opener in plain site
- Do not leave spare key underneath the car.
- Always lock your doors, even if you plan to “be right back”
- Park in well lit areas and close to your facility entrance if possible.
- If you are at work and have the chance to move your vehicle closer to you, do it.
- In case of an emergency, do not hesitate to contact PSPD.

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## Employee Safety Tips

### How to Contact Us

- All **non-emergency** crimes that occur on District of Columbia properties, leased or owned, should be reported by calling the PSPD Unified Communications Center on **311**.
- If you think your matter is an **emergency** dial **911**