

# You Can Help Keep the Courthouse Safe

## **Think about it:**

- C Who has access to most of the offices and hallways?
- C Who is aware of the closets, offices and spaces that are not usually seen by the public or even employees?
- C Who knows what is usual and what is unusual?
- C Who is sometimes in the building when employees and the public are not?

## **The Answer: Maintenance and Custodial Staff-YOU!**

You can help yourself and everyone in the courthouse stay safe and secure by:

- C Being alert and aware
- C Notifying a supervisor about anything suspicious
- C Following safety and security requirements for the courthouse and federal buildings.
- C Continuing to be part of the team that helps us all have a better place to work

**THANKS FOR EVERYTHING YOU DO!**

## What Is Suspicious?

1. Packages with chemical odors or other unusual odors.
2. Electronic devices in suspicious situations  
In a discarded package, wastepaper container, closet, hallway or other area where electronic items would normally not be found.
3. Unusual substances in unexpected places .  
Powdery substances on door handles and counter tops  
Unusual liquids on floors and surfaces or in unmarked or unusual containers
4. Items in unexpected places.  
Briefcases in hallways, restrooms or closets.  
Containers sitting on floors.  
Electronic items anywhere except in an office.  
Items that could be used as weapons, hidden anywhere.  
Handcuff keys or small objects that could be used as handcuff keys, hidden anywhere.  
Messages written on walls.  
Notes or letters that do not belong in the area.
5. People who don't belong in the area or who act suspicious.  
Might be trying to avoid being seen.