





**Purpose:** This document provides standard operating procedures (SOP) for transit security officers to identify, respond to, and report suspicious persons, vehicles, activities, or objects. These guidelines aim to ensure safety and security while minimizing risks.

**1. Identifying Suspicious Persons, Vehicles, Activities, or Objects:**

**1.1 Suspicious Persons:**

- Individuals loitering in unauthorized or restricted areas.
- Persons displaying unusual behavior, such as avoiding eye contact, nervousness, or attempting to conceal their identity.
- Unfamiliar individuals attempting to access secure locations without proper authorization.

**1.2 Suspicious Vehicles:**

- Vehicles parked in unauthorized locations or for extended periods without reason.
- Vehicles with obscured license plates or those matching the description of known threats.
- Abandoned vehicles with no identifiable owner.

**1.3 Suspicious Activities:**

- Unauthorized photography or videotaping of sensitive areas.
- Attempts to bypass security measures, such as tailgating or using counterfeit credentials.
- Individuals monitoring security staff or operations.

**1.4 Suspicious Objects:**

- Unattended bags, packages, or containers in high-traffic or restricted areas.
- Items with visible wires, strange odors, or leaking substances.
- Objects placed in unusual or hidden locations.

**2. Immediate Response:**

**2.1 Assess the Situation:**

- Maintain a safe distance from suspicious persons, vehicles, or objects.
- Avoid confronting individuals unless it is safe and necessary.
- Observe and document details discreetly, including descriptions, behaviors, and locations.



**2.2 Reporting Suspicious Activity:**

- Notify command center/ station manager/ supervisor immediately.
- Provide clear and concise details, including:
  - Description of the person, vehicle, activity, or object.
  - Exact location and time of the observation.
  - Any immediate threats or concerns.

**2.3 Securing the Area:**

- Establish a perimeter around suspicious objects or areas to prevent access.
- Guide occupants away from the area while avoiding panic.
- Use signage, barriers, or cordon tapes if available to mark restricted areas.

**3. Notification Procedures:**

**3.1 Internal Notification:**

- Inform the security supervisor/command center/station manager immediately.
- Relay updates on the situation as it evolves.

**3.2 External Notification:**

- Contact local authorities (Police) and/or emergency services (SCDF) as required.
- Provide detailed information, including descriptions and observed behaviors.

**4. Documentation and Evidence Collection:**

**4.1 Recording Details:**

- Use a pocket book or mobile device to document the following:
  - Physical descriptions (height, build, clothing, identifying marks).
  - Vehicle details (make, model, color, license plate number).
  - Specific actions or behaviors observed.

**4.2 Preserving Evidence:**

- Do not touch or move suspicious objects.
- Avoid disturbing potential evidence at the scene.
- Record the scene using photographs or video if safe and authorized to do so.



**5. Coordination with authorities:**

**5.1 Upon Arrival of authorities:**

- Brief officers on the situation and provide all documented details.
- Assist with access to the area and any resources they may require.

**5.2 During Investigation:**

- Follow instructions from law enforcement personnel.
- Provide support with crowd control, access management, or additional observations.

**6. Post-Incident Actions:**

**6.1 Debriefing:**

- Participate in a debrief to evaluate the response and identify areas for improvement.

**6.2 Updating Protocols:**

- Review the incident and update standard operating procedures to address any gaps or challenges.

**6.3 Training and Awareness:**

- Conduct training sessions for security personnel on identifying and responding to suspicious activities.
- Raise awareness among residents, staff, visitors, and contractors about reporting suspicious behavior.



**Appendix A: Suspicious Activity Checklist**

**1. Suspicious Person Details:**

- Description (e.g., clothing, physical features):
  
  
  
  
- Behavior:

**2. Suspicious Vehicle Details:**

- Make and model:
  
  
  
  
- License plate:

**3. Suspicious Object Details:**

- Location:
  
  
  
  
- Appearance:

**4. Additional Notes:**