

108308



1 0 8 3 0 8

108308

**U.S. Department of Justice
National Institute of Justice**

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

State Capitol Police, Auxiliary Services
Section, North Carolina Dept. of Admin.

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

108308

PERSONAL SECURITY
A N D
CRIME PREVENTION
HANDBOOK
F O R
STATE EMPLOYEES

NCJRS

DEC 9 1987

ACQUISITIONS

Prepared by:
State Capitol Police
Auxiliary Services Section
N.C. Department of Administration
1986

James G. Martin, Governor

Grace J. Rohrer, Secretary

INTRODUCTION

It is the responsibility of the State Capitol Police to protect and serve the state employees of North Carolina. Capitol Police, a branch of the Auxiliary Services Section of the North Carolina Department of Administration, is committed to doing everything possible for a safe working environment.

What affects you as a state employee also affects the Capitol Police. It is imperative that the lines of communication be open at all times. With the continued growth of the state government complex, there is a need for greater awareness of public safety and an ongoing concern for crime prevention. It is through a crime prevention and operation identification program that the Capitol Police will continue to promote awareness, communication and cooperation.



O F F I C E **S E C U R I T Y**

An unlocked or unoccupied office is an open invitation for crime: theft of personal or state property. All offices, if left unattended even for "just a second," should be locked.

State employees should be aware of and practice crime prevention procedures designed to help eliminate or reduce criminal activity within state government facilities.

AVOID carrying large amounts of cash at work; it can be profitable to a thief.

LOCK personal valuables in a desk, cabinet or closet.

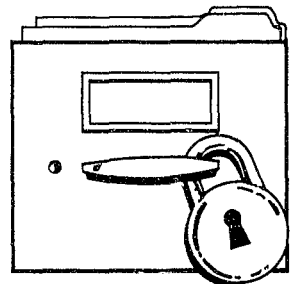
DO NOT give out personal data about yourself or other employees.

CHECK the identification of all repair and maintenance personnel. When in doubt about a person's identity, call work control or capitol police for verification.

BE AWARE of potential danger areas, such as rest rooms, hallways, empty offices and parking areas, especially if your schedule involves non-regular working hours.

WALK WITH a fellow employee or request an escort when leaving buildings or traveling in dark or secluded areas. If you need an escort, the Capitol Police is only a phone call away.

REPORT any suspicious individual or occurrence in your building to Capitol Police at 733-4646.



VEHICLE SECURITY

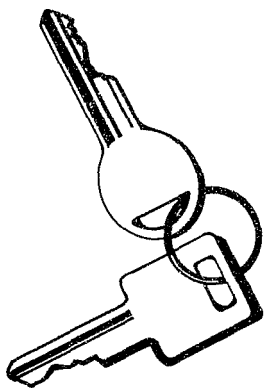
Always lock your car. Avoid leaving valuables in your car. If you must, place them in the trunk.

Walk to your parking area with a friend or fellow employee whenever possible. Have your keys in hand ready to unlock the car door. Before you get into your car, always check the back seat and floor for someone hiding. Once in your vehicle, lock the door and keep your windows rolled up.

If you ever suspect you are being followed, do not drive directly home. You should drive to the nearest police or fire station, all night restaurant or other safe place where there are people. If someone tries to break into your car, honk the horn repeatedly to attract attention.

Do not pick up a hitch hiker.

You should not travel at night when you know you have car trouble or are low on fuel. If you do have car trouble, stay in the car, turn on the emergency flashers and hang a handkerchief out the window. If someone stops, stay in the car and **DO NOT** open the door. Talk through the window and ask them to call the police for you.



A W A R E **B E** **O F**

Unfamiliar people loitering near snack bars, rest rooms, offices or parking areas.

Persons asking questions or seeking information which seems out of place or inappropriate.

Persons inquiring about other employees.

Persons who seem to be wherever you happen to be.

Strangers in an unoccupied office.

Continued vigilance on your part will help provide for safer working conditions for all state employees.

WHAT TO DO IN CASE OF AN **EMERGENCY**

In case of an emergency, call the Capitol Police. Be precise when making your report and provide the following information:

Name

Location and agency

Phone extension

Detailed description of occurrence

DON'T HANG UP

In case of medical emergencies:

DIAL: 9-911

Then notify Capitol Police at 733-4646



B U I L D I N G

W A T C H P R O G R A M

III. Security and safety of your section or office

A. Appoint someone to unplug office equipment, coffee pots, hot plates, air conditioners, radios, etc.

B. Secure office by cutting off lights, shutting and locking all windows and doors.

C. Report any changes found the next morning to the security monitor.

D. Check electrical cords on machines for fraying.

E. Insure proper storage facilities for flammable liquids.

F. Keep all walkways and stairwells clear.

IV. Project Identification

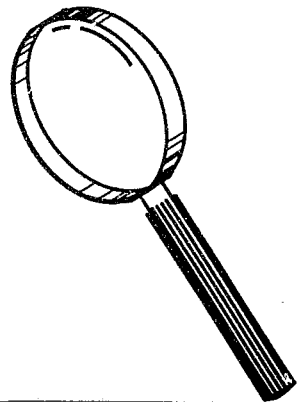
A. Inventory of valuables check list

1. Make list for each office.

2. A copy should be maintained by the supervisor and he in turn will furnish the security monitor with a copy.

3. The list should be kept up to date at all times.

B. All personal items should be marked with your North Carolina driver's license number.



BOMB THREAT

P R O C E D U R E S

The following bomb threat procedures have been established for personnel located in your building.

Receiving the Bomb Threat

Normally a bomb threat call will not be directed to an individual, but rather to the person who first answers the call. This person will usually be a receptionist or a secretary. It is imperative that these individuals and all other personnel are fully informed on how to handle bomb threat calls.

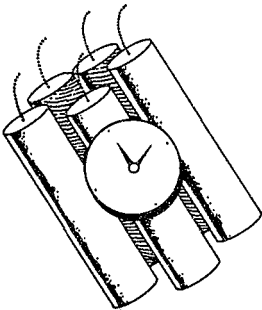
Attachments 1 and 2 contain detailed instructions on what to do when a bomb threat call is received. All bomb threat calls will be reported immediately to the Capitol Police at 733-4646 and your health and safety officer in this order. Capitol Police will notify proper city authorities, e.g., city police, fire department, etc.

Conducting the Search

Upon being notified by Capitol Police or other source that a bomb threat call has been received, the health and safety officer will immediately notify the floor security monitors and station him/herself at a point which will act as the control center for directing all bomb threat activities for this building.

Floor Monitors Will Be Responsible for the Search of Their Assigned Areas

For assistance, each monitor will utilize only as many individuals as he/she deems necessary to conduct an adequate search. Search procedures are outlined in *Attachment 3*.



BOMB THREAT

P R O C E D U R E S

Evacuation

Any decision to evacuate and re-enter the building will be made by the health and safety officer. The state is responsible for notifying all persons in a building being evacuated to vacate the building as rapidly and safely as possible. Prescribed rules for evacuation and search should be followed closely, orderly and as quickly as possible.

All electrical office machines should be unplugged. Individuals should take necessary personal belongings and valuables with them.

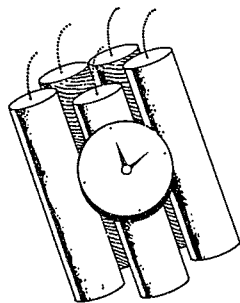
Use the exit nearest to your office. Do not close office door nor turn off lights.

Only stairs should be used for exit purposes. Elevators should not be used for safety reasons, i.e., power failure, fire, location of explosive device, etc. Elevators may be used with caution for emergency personnel and the handicapped.

Immediately upon departure all personnel will assemble at a given point.

How long the building will be vacated will normally be determined after adequate search procedures have been completed.

All questions concerning bomb threat procedures should be directed to the health and safety officer.



INSTRUCTIONS FOR RECEIVING **BOMB THREAT** C A L L S

Keep the caller on the line as long as possible. Ask who is calling, and have the caller repeat the message. Write down every word spoken by the person making the call. Concentrate on listening to background noises.

If the caller does not indicate the location of the bomb, the type of bomb or the time of possible detonation, the person receiving the call should ask the caller for this information.

It is advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

Pay particular attention to any strange or peculiar background noises such as motors running, background music or any other noises which might give even a remote clue as to the place from where the call is being made.

Listen closely to the voice (male-female), voice quality, accents and speech impediments. Immediately after the caller hangs up, the person receiving the call should contact Capitol Police at **733-4646**. Be prepared to give as much information as possible. Then contact the health and safety officer.

BOMB THREAT

R E P O R T

Name of operator, or person receiving call _____

Date of call _____ Time _____ A.M. _____ P.M.

Probable Origin of call:

Local _____ Long Distance _____ Phone Booth _____ Internal _____

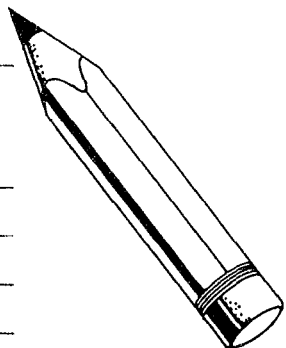
Identity of caller:

Voice		Manner	
___ Loud	___ Soft	___ Calm	___ Angry
___ High	___ Deep	___ Rational	___ Irrational
___ Raspy	___ Pleasant	___ Coherent	___ Incoherent
___ Intoxicated	___ (Other)	___ Deliberate	___ Emotional
Speech		Background Noise	
___ Fast	___ Slow	___ Righteous	___ Nervous Laugh
___ Distinct	___ Distorted	___ Office Machines	___ Music
___ Stutter	___ Nasal	___ Factory Machines	___ Trains
Language		Accent	
___ Good	___ Local	___ Foreign	___ Animals
___ Foul	___ Racial	___ Regional	___ Street Traffic
___ Poor	___ (Type)	___ Airplanes	___ Time
___ Other		___ Voices	___ (Other)

Whom did you inform about the call?

If caller seemed familiar with our plant, building or operation, indicate how.

As well as you can, write what the caller said.



SEARCH PROCEDURES

Floor monitors, along with Capitol Police personnel, will conduct the building search according to prescribed procedures. When the search is completed, the health and safety officer will advise when it will be safe to have employees re-enter the building.

AGENCY HEALTH AND SAFETY OFFICERS

Administration, Department of
Ms. Fran Tomlin
Administration Building (Interoffice)
733-7232

Administrative Office of the Courts
Mr. Winfred Nelson
Justice Building (Interoffice)
733-3308

Agriculture, Department of
Mr. Peter T. Daniel
Agriculture Building (Interoffice)
733-7125

Auditor, Department of the State
Ms. Nancy Freeman
Legislative Office Building (Interoffice)
733-3217

Budget and Management, Office of State
Ms. Angela Francis
Administration Building (Interoffice)
733-7061

Commerce, Department of
Mr. Durward Lewis
Dobbs Building (Interoffice)
733-5940

Community Colleges, Department of
Ms. Jane Goodwin
Education Building
733-6505 (Interoffice)

Mr. Philip V. Albano
108 S. Harrington St.
733-7816 (Interoffice)

Correction, Department of
Mr. R. O. Barbour
840 W. Morgan Street (Interoffice)
733-2557

Cosmetic Arts, Board of
Ms. Catherine Munn
Raleigh Building (Interoffice)
733-1732

Crime Control and Public Safety, Department of
Sgt. Cecil R. Wilkins
Archdale Building (Interoffice)
733-2166

Cultural Resources, Department of
Mr. Bobby Holleman
Archives-Library Building (Interoffice)
733-7847

Education, Department of Public
Mr. David A. Jones
Education Building (Interoffice)
733-4900

Elections, State Board of
Ms. Caroline N. Hauber
Suite 601 Raleigh Building
(Interoffice)
733-2188

Employment Security Commission of N.C.
Mr. Claude E. Bittle
Kendall Building (Interoffice)
733-7310

General Assembly
Mr. Mike Minshew
Legislative Building-Room 1 (Interoffice)
733-2159

Governor, Office of the Safety and Health Officer
Administration Building (Interoffice)
733-2888

Human Resources, Department of
Mr. Ricky Collie
Albemarle Building (Interoffice)
733-2940

Insurance, Department of
Mr. Ken Dixon
Dobbs Building (Interoffice)
733-3901

Mr. Mickey Brock
Dobbs Building (Interoffice)
733-9186

Justice, Department of
Mr. Bobby L. Finch
Justice Building (Interoffice)
733-4464

Labor, Department of
Mr. David Coble
Shore Building (Interoffice)
733-4880

Natural Resources and Community Development, Department of
Mr. Ron Mowry
Archdale Building (Interoffice)
733-4984

Office of State Personnel
Ms. Ellen Machacek
Administration Building (Interoffice)
733-7934

N.C. Memorial Hospital
Mr. Geoffrey M. Aldridge
Chapel Hill, N.C. 27514 (Courier 313)
(919) 966-3686

N.C. Ports Railway Commission
Mr. William C. Taylor
2128 Burnett Boulevard
Wilmington, N.C. 28401 (Courier 413)
(919) 762-0916

N.C. Real Estate Commission
Mr. F. Michael Hughes
1200 Navaho Drive (Interoffice)
733-9580

Revenue, Department of
Mr. Edwin A. Capps
Revenue Building (Interoffice)
733-3261

Secretary of State
Mr. Charles W. Moore
Legislative Office Building (Interoffice)
733-4205

Transportation, Department of
Mr. Gerald R. Fleming
Highway Building (Interoffice)
733-7512

Treasurer, Department of the
Mr. Terry Allen
Albemarle Building (Interoffice)
733-4440

Wildlife Resources Commission
Mr. Charles R. Fullwood
Archdale Building (Interoffice)
733-3391

University System
Mr. Milton Gupton
General Administration
Chapel Hill, N.C. 27515-2688
(919) 962-6981
(Courier 311)

