

**CITY OF HAMILTON, OHIO**

No. 401

**ADMINISTRATIVE DIRECTIVE**

Effective Date: 3-7-16

Supersedes No. 401 dated 7/27/82

Approved by: Joshua A. Smith,  
City Manager

**SUBJECT:** REPORTING SUSPICIOUS PERSONS

**PURPOSE:** To establish a procedure for notifying the proper investigative authority when suspicious persons are observed.

**1. Policy.**

- a. Observing the Suspicious Person
  - i. When a person (or persons) is observed exhibiting suspicious behavior, either in the Municipal Building or in other City facilities, the following procedure should be followed by City employees.
  - ii. Note the description of the person including sex, age, race, clothing, approximate height and weight and any unusual physical characteristics.
    1. Inform the Department Head of the person acting strangely and provide a description of the person.
- b. Action To Be Taken – Person’s Whereabouts Known
  - i. The Department Head shall decide whether or not to seek the assistance of the Police. If the Department Head decides to question the suspicious person, another person should be present. If detention of the suspicious person appears to be warranted, the Police shall be called to handle the detention.
  - ii. The above applies when a suspicious person’s whereabouts is positively known and the person can be observed at all times.
- c. Action to Take – Person Has Disappeared
  - i. If the suspicious person has disappeared, the notification system outlined below should be used to signal all Departments that a suspicious person has been observed and may be on City property.
  - ii. The Department Head or the employee originally observing the suspicious person should immediately notify the Police Division (868-5811) of the occurrence providing a description of the subject and the last place seen.
  - iii. The observer should then immediately institute the pyramid notification system outlined below.
    1. The appropriate person in the Department originally observing a subject shall first call the City Manager’s Office and the Public Safety Director’s Office providing identifying information about the suspicious person and the last place the person was seen. Additional calls will then follow the sequence in the attached pyramid notification scheme. Any employee then observing the suspicious person shall notify the Department originating the notification system in order that the Police may be informed.
    2. If a Department is called and no one answers, it is the responsibility of the calling person to notify the Departments assigned on the chart to the non-responding department.