

# BUILDING SECURITY SERVICES

Public Service Center and City of Lakes

**Contact building security: 612-512-4642**

## Suspicious activity

**Call security when you see:**

- Suspicious objects or packages left unattended.
- Suspicious activity or behavior.
- Signs of tampering with property in your work area.

## Disruptive behavior

**Call security when business is disrupted by people who are:**

- Behaving in a belligerent and uncooperative manner.
- Using inappropriate language.
- Interfering with employee or customer business.

## Workplace violence

**Call security for any incident or behaviors involving:**

- Intimidating, harassing, bullying or other aggressive behavior.
- Threatening statements or gestures.
- Physical assault.

## Property crime

**Call security when you need to report property:**

- Theft.
- Damage.
- Vandalism.
- Misuse.

## Building access

**Call security when you:**

- Forget or misplace your access key card and need temporary access.
- Need to work in your office after normal building hours.
- Need special access to a secured space if authorized.

## Security escort

**Call security when:**

- You feel unsafe and want to be escorted to your vehicle or other nearby transportation connection.
- When you anticipate potential disruptive or violent behavior may occur during an upcoming meeting or event.

**Report safety and security issues in your building directly to security staff, who will alert building staff and the security manager or police as necessary.**

**If you feel you or your coworkers are in imminent danger, call 911 immediately.**