



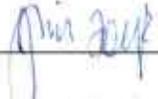
City of  
**Prince  
Albert**

## Safety Administrative Procedure

### Suspicious or Intoxicated People

**Prepared by:** Gordon Hood, Coordinator Health, Safety and Environment

**Approved by:** Jim Toye, City Manager

**Signature:**  **Procedure No:** 19.1

**Effective:** August 17, 2018 **Replaces:** April 13, 2015

If you note an individual(s) acting suspicious or is intoxicated, notify your supervisor/manager or security. If you are not able to complete the notification and feel comfortable approaching the individual(s) talk with them and try and determine their purpose. Remember that most people that we may believe are suspicious will actually have a legitimate purpose. If so assist them in locating the department/individual that they are looking for.

If the discussion still does not satisfy your concerns contact security, your supervisor/manager or police depending on who is available. This same process would apply if you are not comfortable in approaching them. Once another person/agency has taken over fill out the violent incident report form and provide it to your supervisor/manager.

If the individual(s) do not have a legitimate reason to be in the facility ask them to leave. Keep an eye on them until they leave or security, your supervisor/manager or police arrive.

When security or the police arrive it will be their responsibility to contact the individual(s), provide direction to them and/or monitor their movements in the facility.

The supervisor/manager first made aware of the situation/individual will be responsible to notify other departments or staff in the facility to advise of the situation, when warranted.