

Ideas for Staff Safety Policy Conversations with Police

Consult with safety professional such as the local police department, when crafting your staff safety policy. The following considerations may help to inform your communications with police.

- 1) Safety comes first!
 - When in doubt, call 911
 - Make sure you're not alone
 - Get out of harm's way
- 2) Watch out for warning signs (these could be verbal, or body language). Be self-reflective, however—learn to tell the difference between social discomfort and an actual safety issue.
- 3) Report your concerns. Once you're past the point of immediate danger, or if you're uncomfortable but don't feel threatened, let your supervisor know about your concerns. The two of you can then discuss whether the issue merits reporting to the police or other authorities.
- 4) Check with your local campus or city police department; they may offer great safety tips. Many police departments offer free basic self-defense courses that staff may wish to take.¹
- 5) Set up a buddy system for staff—and patrons—leaving late at night. Walk out to the parking lot as a group, and make sure everyone makes it safely to their respective vehicles.
- 6) Keep local safety numbers by staff phones. If the library is in a high-crime area, consider extra measures like a “panic button” hidden behind the circulation desk that will call the police.

¹ For instance, see the [UTPD's Crime Prevention tips](#) or the Washington, D.C. [Metropolitan Police Department's Safety Tips](#)