



PERSONAL SAFETY AND SECURITY

WHILE ON TELEWORK, REMOTE WORK, OR ALTERNATE WORK SITE

The safety and security of Federal employees and those who visit Federal facilities is the Federal Protective Service's top priority. Listed below are best safety practices we encourage all Federal Government employees to follow while on telework, remote work or working from an alternate work site.

- ✓ Practice alternate commuting routes to and from work and leave at alternating times, if possible.
- ✓ Regularly check all home windows, doors, and gates to ensure they lock and are in working condition.
- ✓ Ensure all identifiable cards and documents are out of sight, such as government ID and bank information.
- ✓ Do not share your home address, email address, phone number, or other identifiable identifying information on social media.
- ✓ Use discretion and keep work documents concealed. Avoid looking at work-related documents in public spaces.
- ✓ Talk with family members and/or roommates about safety and security at home. Practice safety and never let strangers into your home.
- ✓ If you have an urgent safety or security concern *** DIAL 911 FOR EMERGENCIES.
- ✓ To report suspicious activity, threats, or concerns, contact the MegaCenter: 1-877-4FPS (1-877-437-7411).

Special Safety Note: FPS law enforcement personnel have authority and jurisdiction to investigate federal crimes of general application against federal employees while on telework, remote work or working from an alternate work site, if it meets the below criteria. In these instances, please contact the MegaCenter.

1. The criminal act against the federal employee is directly connected to the employee's Federal Government employment.
2. FPS provides basic law enforcement services to the federal employee's agency at an FPS-protected federal facility where the federal employee normally works.
3. FPS coordinates with and makes appropriate referrals to the responsible state and local law enforcement entities with jurisdictional equities as needed.

**CONTACT THE FPS MEGACENTER TO REPORT ANY SUSPICIOUS ACTIVITY: 1-877-4FPS (1-877-437-7411)
OR CONTACT YOUR LOCAL AUTHORITIES**

 *****DIAL 911 FOR EMERGENCIES**

 **Resources for victims of crime: dhs.gov/victims-crime**

