



U.S. Coast Guard Sector Jacksonville

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PORT SECURITY INFORMATION BULLETIN (PSIB) 03-13

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SUSPICIOUS ACTIVITY AND REPORTING PROCEDURES

- Ref: (a) Northeast and Eastern Central Florida Area Maritime Security Plan; Section 3000
(b) 33 CFR § 101.305 Reporting
(c) 33 CFR § 105.235 Facility Communications
(d) American Waterways Watch (AWW); <http://www.AmericasWaterwayWatch.org>

1. Purpose. The purpose of this PSIB is to clarify Suspicious Activity (SA) and SA reporting procedures, pursuant to references (a), (b), (c) and (d).
2. Action. It is recommended that Facility Security Officers (FSO) incorporate this guidance into their Facility Security Plan (FSP) security incident reporting procedures. FSOs should ensure that Ship Security Officers calling at their facilities are made aware of the policy contained in this document.
3. Discussion. Suspicious Activity (SA) is any observed activity, behavior(s), or conditions that a reasonable prudent person would consider out of the ordinary for the environment in which the activity occurs, or appears unusual, based on the immediate facts and circumstances.

SA may include: unfamiliar person(s) in areas that are restricted to regular employees; unusual behavioral patterns such as not responding to verbal commands; walking slowly toward a potential target; inappropriate dress; excessive nervousness; “doomsday” talk; excessive questions; lack of photo identification; agitation or rage; capturing images and note taking; actively taking measures to circumvent physical and/or cyber security measures; attempting to access unauthorized areas; discovery of dangerous devices by screeners prior to loading persons or cargo; and vehicles parked or standing for excessive periods of time near a facility perimeter.

a. Reference (a) will be updated to standardize reporting, response and documentation of SA with this definition.

b. Recently, there have been several SA incidents where FSOs did not consistently recognize or follow the security reporting procedures contained in references (a), (b), (c) and (d). Responding to reports of SA provides CG Sector Jacksonville the opportunity to identify and analyze suspicious trends and may provide the only indication or warning prior to an attack on the Marine Transportation System (MTS). SA reports also contribute to the understanding of possible adversarial techniques, tactics, and procedures for circumventing security measures. Failure to

respond to SA reports or failure to follow SA reporting procedures could contribute to Breach of Security (BoS) incidents and/or Transportation Security Incidents (TSI).¹

c. Suspicious Activity reporting procedures for the general public are discussed at references (a) and (d).

4. Procedures.


- a. Per reference (b), an owner or operator required to have a FSP under 33 CFR § 105 must, without delay, report activities that may result in a TSI to the National Response Center (NRC).
- b. Per reference (a), owners or operators required to have a FSP under 33 CFR § 105 in the Captain of the Port (COTP) Zone Jacksonville, should, without delay, report SA and BoSs to local authorities and the COTP, in addition to the NRC in order to provide awareness to responders in a timely fashion.

| Procedure for Reporting Suspicious Activity | | |
|---|---------------------|--------------------------|
| Information Type | Communication Steps | When is the Report Made? |
| Suspicious Activity | NRC @ 800-424-8802 | IMMEDIATELY |
| | SCC @ 904-247-7311 | |
| | 911 | |

| Procedure for Reporting Breaches of Security | | |
|--|---------------------|--------------------------|
| Information Type | Communication Steps | When is the Report Made? |
| Breaches of Security | NRC @ 800-424-8802 | IMMEDIATELY |
| | SCC @ 904-247-7311 | |
| | 911 | |

5. CG Sector Jacksonville Staff Points of Contact are:

- a. Sector Jacksonville Port Security Specialist 904-564-7627.
- b. Sector Jacksonville Facility Inspection Division 904-564-7563.
- c. Sector Jacksonville Vessel Inspection Division 904-564-7653.


 T. G. ALLAN, JR.
 Captain, U. S. Coast Guard
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¹ Defined at 33 CFR § 101.105