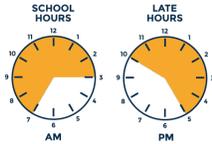


ALL STAFF



A young woman/minor is with someone during **school hours** or **late at night**.



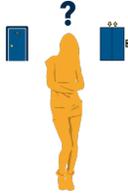
A young woman/minor is constantly watched, demeaned or controlled by another person, doesn't make eye contact with others, and/or appears to be with someone **much older whom she calls her "boyfriend" or "daddy."**



A young woman walks into the hotel looking for a room and appears nervous, scared, unsure or disheveled. She may have signs of physical abuse, suspicious marks, **tattoos of a person's name**, or is dressed inappropriately for her age or weather conditions.



FRONT DESK AND LOBBY STAFF



A woman/minor walks into a hotel lobby, and the front desk staff does not recall her checking in. The woman then appears to be looking for the elevator and is unsure where to find her room.



A young woman/minor attempts to check into the hotel without identification, and has no personal possessions, or few possessions carried in a small or plastic bag at check-in. She may also be uncertain about personal information, such as her address and phone number.

VALET, CONCIERGE AND DOOR STAFF



A young woman/minor is dropped off at a hotel.



The driver waits in the parking lot. The young woman/minor may visit frequently.

HOUSEKEEPING STAFF



Housekeeping finds an apparently underage person or multiple underage children in a room unattended - this should trigger a call to police.



Housekeeping finds a large amount of cash, condoms, sex paraphernalia, illegal drugs and/or alcohol.

FRONT DESK AND LOBBY STAFF



Unregistered men come into the hotel at various intervals and visit the same room, may leave the room at odd hours and go into another room, hang around outside the room, in hallways or in the lobby, appearing to deliberately waste time or keep watch on the area.



An adult woman or man checks into a room with a minor who does not appear to be his or her child, or the age difference seems inappropriate.

All employees who observe suspicious activity should immediately **notify their supervisors** and explain to them what was observed. After notifying their supervisors, trained employees should complete an incident report prior to the completion of the shift in which the suspicious activity was observed. Decisions to call for local police assistance and the **National Trafficking Tip Line (888) 373-7888** should be made by a supervisor or manager unless an **emergency requires an immediate 911 response**. The supervisor or manager should contact the appropriate authorities or 911 to report an incident that needs immediate response (threats of violence, physical assault, emergency medical needs). Making a report to the police or calling for a police response to the hotel should be a management decision, unless the nature of the emergency dictates otherwise.