

## **“What To Do and What Not To Do”**

### **DO NOW:**

- Talk to your sheriff
- Inform your family and employees of what to do and what not to do
- Post your property by putting up “No Trespassing” and other appropriate signs
- Know your inspectors (MO and USDA) and have the phone numbers available of their home offices
- Prepare clipboard for “Visitors Form”, below
- Have cell phone or portable phone available (perhaps, store numbers of sheriff, etc. in phone)
- Have a camera (disposable or regular) near the clipboard, if possible.

### **DO AT VISIT:**

- DO NOT answer any questions
- DO NOT volunteer any information
- DO NOT leave visitor unattended
- Inform them that they are trespassing and they must leave
- If you have a cell or portable phone with you, call the sheriff in their presence

### **DO AFTER VISIT:**

- Inform the sheriff if you have not done so already
- Inform MoFed
- Fill out “Visitors Form” with as much information as possible from this list: date of visit, time of visit, license number of vehicle, vehicle make, color, etc, number of visitors, description of visitor(s) ( name, badge number, sex, age, hair, skin, dress, etc.)

### **NEVER DO:**

- Never leave them alone
- If more that one visitor, never let them separate
- Never answer any questions
- NEVER, NEVER volunteer any information