

STOP OFFICE CRIME: SECURITY TIPS FOR OFFICE PERSONNEL

Here are some tips to reduce the opportunity of theft in your office:

- Lock your door when you leave, even if it is just for a minute.
- Keep your purse or wallet and other valuables secured in a cabinet or a drawer. Never leave items of value in, on top of, or under your desk. Supervisors should provide a safe place for belongings.
- Don't write down safe combinations. Commit this information to memory.
- Keep petty cash and stamps in a locked drawer. Don't keep any more petty cash on hand than necessary.
- Do not remove rings to wash hands, they can be forgotten and stolen. If they have to be removed, place them in a pocket.
- If you leave your receptionist position, lock your door and leave notice of your return.
- If you see a person who seems to be wandering aimlessly, ask if you can help him/her. If they can't give a good reason for being in the building, keep the person under observation and contact CSUPD.
- Have CSUPD review office routine to ascertain your particular office's vulnerabilities and how to overcome them.
- An engraving tool can be borrowed from CSUPD to mark university and personal valuables.
- Ask for positive identification from service personnel and verify their purpose in your area by checking work orders.
- Secure all office doors, windows, desks and file cabinets each night.
- Retain inventory records of all office equipment serial numbers, PSU numbers, values and dates of purchase.
- Secure all computer equipment and software. **Log off computers and terminals. Maintain a backup file.** What a person can see of your files, they can use to compromise your workplace and your personal identity!
- Don't leave PDAs, cell phones, security codes or computer passwords, or personal identification information unsecured in your office.
- Security surveys can be conducted by CSUPD upon request. Call CSUPD to have a survey completed.

REMEMBER

Security is everyone's responsibility. Report suspicious activity to the police!