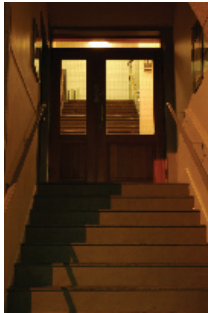


Common Trouble Spots

- » **Reception area** — Is the receptionist equipped with a panic button for emergencies, a camera with a monitor at another employees desk, and a lock on the front door that can be controlled?
- » **Stairwells and out-of-the-way doors** — Don't use the stairs alone. Talk to the building manager about improving poorly lighted corridors and stairways.
- » **Elevators** — Don't get into elevators with people who look out of place or behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible.
- » **Restrooms** — Attackers can hide in stalls and corners. Make sure restrooms are locked and only employees have keys. Be extra cautious when using restrooms that are isolated or poorly lighted.
- » **After hours** — Don't work late alone. Create a buddy system for walking to parking lots or public transportation or ask security to escort you.
- » **Parking lots or garages** — Choose a well-lighted, well-guarded parking garage. Always lock your car and roll the windows up all the way. If you notice any strangers hanging around the parking lot, notify security or the police. When you approach your car, have your key ready. Check the floor and front and back seats before getting in. Lock your car as soon as you get in — before you buckle your seat belt.



ID Theft Resources

Remember, if you have been the victim of credit fraud or are denied credit you are entitled to a free credit report. If you are a victim of fraud, be sure to ask the credit bureaus for free copies. They will often provide them.

Metropolitan Police Department

Financial Crimes and Fraud Unit: (202) 727-4159

Credit Bureaus

Equifax (800) 290-8749

Credit Report: (800) 685-1111

Experian (800) 301-7195

Credit report: (888) 397-3742

Trans Union (800) 680-7289

Credit Report: (888) 680-7293

Social Security Administration

Report Fraud: (800) 269-0271

Report Fraudulent Use of Your Checks

CheckRite: (800) 766-2748

CrossCheck: (800) 843-0760

Chexsystems: (800) 428-9623

Equifax: (800) 437-5120

Intl. Check Services: (800) 526-5380

SCAN: (800) 262-7771

Telecheck: (800) 710-9898

Know Something About a Crime? Don't Keep It a Secret

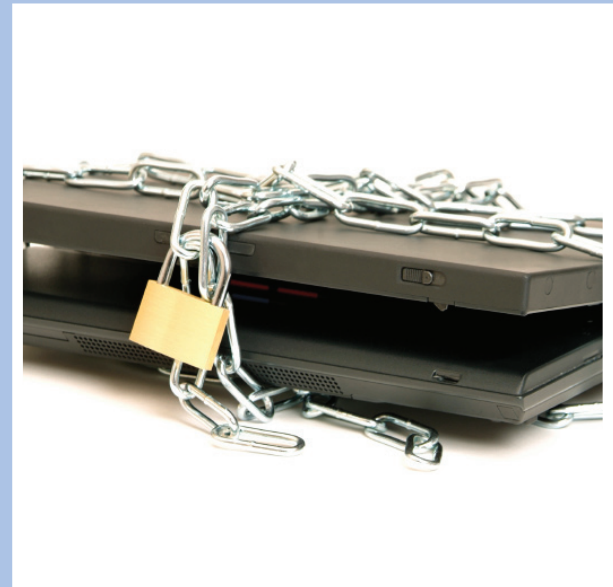
If you have important information to share with the police, the Anonymous Crime Tip Line and Text Tip Line enables you to give MPD vital information anonymously. Just dial **(888) 919-2746** (CRIME) or text to **50411** 24 hours a day, seven days a week. Your name will not be used, only the information you provide. Your information could lead to a cash reward. For more details, see www.mpdc.dc.gov/tipline.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Metropolitan Police Department
300 Indiana Avenue, NW
Washington, DC 20001

January 2011

FOR YOUR SAFETY



Preventing Office Thefts

*Tips for protecting yourself and your valuables
from theft at the office*

Get More Safety Tips

For tips on other ways to stay safe from crime in your daily life, see the other brochures in this series, available from our Website at www.mpdc.dc.gov/safety. Or visit your local police district. To find the one nearest you, visit www.mpdc.dc.gov/districts.



Protect your valuables.

Sometimes, the comfort of an office environment can lead to complacency. Don't let your guard down just because you're at work.

Office thefts make up over half of the crimes that occur in the downtown area. These crimes frequently occur during regular business hours. Thieves often enter an office building under the pretext of legitimate business to perpetrate such crimes. They can enter a building disguised as a courier, contractor, tourist, or visitor, and comfortably roam the halls and enter rooms.

Office personnel and building security should be alert and aware of people entering building at all times. To help office residents prevent crime and reduce these types of thefts, follow these suggestions.

Enhancing Office Security on a Management Level

- » Make sure you have some type of perimeter security in the building. Leaving the building unattended leaves employees' belonging vulnerable.
- » Require all employees to wear some type of building-specific identification, which will need to be show when entering a building.
- » Require every visitor to wear a date-specific badge around the building and/or office space. This would include all persons not employed with the company.
- » Know the nature of the business of each visitor.
- » Create a code word for the front desk or management office for alerting security of an emergency.
- » Install a panic button.
- » Install security cameras in target areas.

Ensuring Employee Security

Office safety is everyone's business. Since many employees spend more waking time in their offices than they do their homes, it's easy to be lulled into a false sense of security about the area around your desk. Just because there haven't been any thefts doesn't mean there won't be one. A thief only needs to open one unlocked door and see one unattended desk to steal a wallet, a laptop, petty cash, or any other item

found around an office.

Employees should be sure to secure their own work spaces at all times. A thief only needs a few minutes alone to find valuables that are not safely stored. Here are some tips to help protect yourself and your valuables:

- » Purses and other items of value should be stored in a secured area AT ALL TIMES. Hiding a handbag under the desk or in a drawer isn't always enough — most thieves know these common hiding spaces.
- » Do not leave laptop computers unattended in your office, at a meeting, or in your car.
- » If possible, laptop computers should be locked to the desk; handheld devices should be stored properly. Serial numbers for any portable electronic devices should be recorded.
- » Have all your office equipment engraved with an identifier; this may make it easier to retrieve property if it is stolen.
- » Store petty cash in a locked space at all times. Keep detailed records of who has access to the petty cash.

Monitoring Security in Parking Lots and Garages

When going to the parking lot or garage area, try to use the buddy system. A carpool is a great example of a buddy system that will also help you save on gas expenses. If carpooling isn't an option, take other precautions. Don't walk alone if you feel unsafe in an area. Ask a member of your staff or

security to assist you to your car. Have your keys ready so you can quickly unlock your car door.

Informing Staff About Office Safety

- » Post office safety reminders throughout the building — it keeps office residents alert and serves as a deterrent to potential thieves.
- » Report all suspicious individuals to the office management or security.
- » Record descriptions, including serial numbers, of office items that are targeted by thieves — laptops, handheld devices, cell phones, etc.

