

OFFICE SECURITY

Here are some tips to prevent theft and make your workplace more secure:

- Challenge visitors or individuals walking through your office. Try to determine who they are visiting by asking if they need assistance.
- Do not let anyone into the building with your access keys or card as you enter after regular business hours.
- If you find a building entry door propped open after normal hours, please close it.
- Since it gets dark earlier this time of year, you may want to use the "buddy" system when leaving the building.
- Keep valuables in your car hidden and doors locked.
- Never leave your reception area unattended or entrance doors propped open.
- Always keep valuables out of sight, including purses, cash and stamps. Lock them in a desk drawer or file cabinet if possible.
- Place small pocket calculators or recorders in desk drawers when not in use.
- Do not allow unknown or unexpected service or repair personnel free access to your office space.

The following are some common pretenses used by thieves to gain entrance into offices or to distract you:

- A thief may engage you in conversation while mentally making a survey of your office and return later.
- A thief may call and fabricate a reason for you to leave the office so that an accomplice may enter.
- If a thief knows that all or most of the employees of your company are gathering for a meeting, party or luncheon, he/she may enter the empty offices and have access to purses and other valuables.
- Be aware of solicitors. Even though some of these people are legitimate, others are only "casing" the area for a potential future burglary.

Security is everyone's responsibility and we encourage you to implement sound preventive security measures to safeguard your property and personnel. Please call 911 if you notice any suspicious activity.