

Office Safety

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 work 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, contactor, tourist, or visitor student, 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 resident prevent crime and reduce these types of thefts, follow these suggestions.

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:

1. 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.
2. Do not leave laptop computers unattended in your office, at a meeting, or in your car.
3. 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.
4. Have all your office equipment engraved with an identifier; this may make it easier to retrieve property if it is stolen.
5. 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. 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.

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