

# Office Smarts



**CRIME  
PREVENTION**

## Crime Prevention Tips

The key to prevention is to have good security and safety policies that are communicated to all employees.

Require visitors to your office to be escorted or to wear identification.

Delivery personnel should be required to sign-in with the receptionist and asked to show their identification.

The receptionist should have an emergency alert procedure to signal co-workers when there is an emergency or someone has gained unauthorized entry.

Keys, alarm codes, company information and equipment should be secured.

Make sure all cellular phones and laptop computers are protected when not in use.

Employees should secure handbags and wallets. Never leave purses on or under a desk. Don't leave wallets in a coat hanging on a chair or on the back of the office door. Place handbags or wallets in a locked cabinet or closet to reduce loss.

If you see someone acting suspiciously in your building, in your office suite, the bathrooms, or if something is missing, report it immediately.

When using elevators it's best to stand near the indicator or button panel. If someone gets in the elevator and makes you feel uncomfortable, trust your instincts and push every button. This will give you the option to get off at any floor, seek help if needed, or simply limit the time you are alone with this individual.

*Continued on reverse*

CENTER CITY DISTRICT

## Crime Prevention Tips

Use passwords for all computers and keep them confidential. Don't leave passwords in or around your desk area. Maintain a record of all models and serial numbers in the event your equipment is lost or stolen.

When working alone, notify building security and keep doors secured. Trust your instincts; if something appears suspicious or someone has gained entry to an unauthorized area please notify management, security or 911 immediately.

Enhance office security by protecting keys, access codes and all entry doors. Don't permit employees to prop doors open or leave them unlocked.

Make your office a safe and enjoyable workplace.

*For more information, contact Center City District's Crime Prevention Services at 215.440.5500.*

