



Security Spotlight

An Informational Guide for Securitas Clients

Caught in the act

If you witness a burglary, theft, or act of vandalism, remain calm. Do not put yourself at risk by trying to confront the person. Ensure your own safety before doing anything, then contact security and call 911.

Write a description of the person you saw. Include as much detail as possible, such as approximate height, weight, race, age, hair color and style, complexion, facial hair, eyeglasses, color of eyes, scars, tattoos, or identifying marks. Note the suspect's clothing, jewelry, any weapon, and information about the direction of escape. If a vehicle was used, include its color, make, and license number. Also note if there was anyone else in the vehicle.



Minimizing workplace theft

Burglary, theft, and vandalism are not just home occurrences. They also happen in the workplace. Many people spend more time at work than they do at home and become complacent about workplace security. Following some general guidelines, can help minimize office theft.

Secure company assets

One of the most effective but often overlooked methods of preventing theft is to keep important or valuable items locked up. Keep unoccupied offices, conference rooms, and

storage rooms locked. When leaving at the end of the day, secure all computer systems, critical files, and copiers, and close and lock all doors and windows. If there is an alarm system and the office will be unoccupied, be sure to arm it.

Keep office keys separate from personal keys and avoid labels that identify their purpose. Do not leave keys in view or unattended where they can easily be "borrowed" and duplicated. Only lend keys to persons who have a legitimate need. Note who borrowed them and make sure they are returned promptly. Consider investing in a lock box for office keys



Secure personal property

Alert security to your presence, if you are working outside normal hours. Let them know where you'll be working and how long you anticipate being there. If security is not there, be sure facility entry doors are locked. Keep your workspace secure and store personal valuables so that they cannot be easily appropriated if you step away. Do not leave laptops unattended in the office or at meetings if you need to step out. Store handheld devices properly and lock laptops to desk, if possible. Record serial numbers for any portable electronic devices, and mark personal property so that it is easily identifiable.

Lock your vehicle and keep valuable items out of sight. Avoid talking about your or your co-workers' anticipated vacation plans or absences when in the presence of unfamiliar people.



that can be secured and give the lock box key only to a trusted employee. Report any missing keys immediately.

Prominently mark office property and maintain current documentation of office furniture, computers, and equipment in a separate secure location. Keep track of inventory, especially equipment that is not used routinely. Larger equipment, like computers or printers, can also be secured to their locations with a locking device. Lock unused equipment in a cabinet or secure storage area.

Pay attention to others

Vigilance plays an important role in deterring and preventing theft. Be aware of people entering the building or attempting to access restricted areas. Thieves sometimes pose as repair, delivery, cleaning, or other service personnel. Be suspicious of visitors roaming the halls unsupervised or unknown persons, opening the wrong doors under the guise of looking for a specific office or person. Escort them to the right location and confirm the visitor's identity. If the person is not there, escort the visitor back to the reception area to wait. If they act nervous or immediately head

for the nearest exit, note identifying details and provide them to security.

Remember to check the identification of repair and other service workers and make a habit of visually inspecting ID badges, not just the uniform. If in doubt, contact the repair company or ask for a signed work order specifying the location to be serviced and who authorized the work. If possible, stay in the area while the work is being done. If you must leave for any reason, secure all personal items, equipment, and information. Do not leave any confidential information on the desk or computer screen.

Check work requests carefully and verify work to be done with a supervisor and the repair company. Never allow unauthorized repairs to alarm systems or communications equipment. Do not allow office property to be removed without a written order or a receipt that includes the company's name, address, and phone number, plus the name of the authorizing person. Verify the repair request with the person who authorized it, before the equipment is removed. Report any suspicious individuals or behavior to office management or security.

