

# Crime Prevention at Work

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When you go to work, don't leave your crime prevention sense at home. Almost any crime that can happen at home or in your neighborhood can happen in the workplace. You can minimize your chances of becoming a victim of crime if you know what situations to avoid and what preventive actions to take. Practical prevention skills can help make life at work safer for all.

Never leave valuables unattended and unsecured.

Mark personal items (e.g. coffee cup, radio, calculator, etc.) with your name or initials if you bring them to work.

Keep your purse, wallet, keys, and other valuable items with you at all times, or lock them in a drawer or closet.

Always lock your office and any unoccupied room, even when leaving for only a moment.

Always let someone know where you will be - whether you are coming in late, working late, going to the mailroom going out to lunch, or to a meeting.

Check the identity of any strangers who are in your office. Offer your assistance and ask them whom they are visiting; you may be able to help them find that person. If they make you uncomfortable, inform your supervisor about your suspicions.

Create a buddy system for walking to the parking lot when working late.

Be discreet. Don't advertise your social life and vacation plans or those of your coworkers to people visiting or calling.