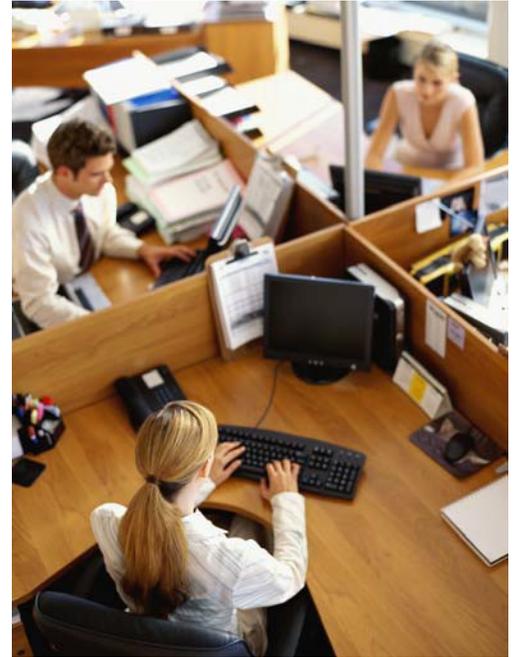




Theft prevention and security tips for the office

There are four words which help you improve the security of your work place: “May I help you?” Use them and encourage your co-workers to do the same.

- Never allow strangers to be alone in your office.
- Keep strangers in public areas. Don't allow them to use non-public restrooms and phones.
- Challenge unknown people.
- Keep valuable items out of sight and secured. Don't leave purses out. Remember to remove valuables from coats or jackets.
- Keep all business checkbooks, cash, deposit tickets and credit cards locked in a secure area when not in use.
- Lock desk while you are away.
- Assign an office employee to put the outgoing mail in a post office mail box. Never leave incoming or outgoing mail on a desk.
- Maintain good key and access card control.
- Record all serial numbers of your business office machines.
- As you leave the building for the night, double check that all doors in your office area are locked and alarms set if you have them.
- Use the “buddy system” when walking to and from work.
- Call 911 to report suspicious activity.



Contact your crime prevention specialist for additional prevention information. Call 311 (or 612-673-3000) or see www.minneapolismn.gov/police/crimeprevention/police_outreach_safe-teams to locate your neighborhood crime prevention specialist.

For further crime prevention resources, please visit www.minneapolismn.gov/police/crimeprevention.



English: Attention. If you want help translating this information, call 612-673-3737
Spanish: Atención. Si desea recibir asistencia gratuita para traducir esta información, llame 612-673-2700
Somali: Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500
Hmong: Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800
Sign Language: TTY 612-673-2626
If you need this material in an alternative format, please contact the Minneapolis Police Department at 612-673-2912.