

Storage And Supply Areas

1. Be sure the area can be secured. Don't use open shelves - use a lockable compartment
2. Survey the area for security weaknesses - false ceilings, windows, faulty locks, etc., at your convenience. UAPD can perform a Security Survey.
3. Use good key control procedures. Allow only those people with a need to do so to be in those areas.
4. Inventory supplies on a regular basis and report any shortages.

After Closing Hours

1. Don't leave valuable items unsecured in work areas after hours. Secure them in a desk, closet, cabinet, etc. Examples include calculators, petty cash, photography equipment, etc.
2. Make sure all desks, lockers and closets containing items of value are locked before leaving the office. Ideally, someone should be assigned to this task as a routine responsibility. Consider rotating office personnel.
3. Report all thefts or tampered items to The University of Arizona Police Department @ 621-8273.



A Message From The University of Arizona Police Department

The **safety** of our fellow university employees as well as the **security** of private and University property are a priority for our department.

If you have any questions, please call:

Crime Prevention
at 621-4219
or stop by our office at
1852 E. 1st Street.

**For Police Response Dial
9-1-1**

For Information Call
621-UAPD
(621-8273)

WE'RE HERE TO HELP!

Revised 04/05

The University of Arizona Police Department

*Partners with our
Community*

**Office Safety
and Security**



1852 E. 1st Street
(520) 621-UAPD (8273)
www.uapd.arizona.edu

Theft of unattended property, both personal and that owned by the University, from campus offices is a common crime experienced at universities. Stolen property can be anything from keys and purses to complete computer systems.

Thefts from campus offices frequently occur during normal business hours when access is often the easiest. Thefts also occur after hours when they may be broken into or entered without authorization.

This pamphlet contains a series of crime prevention recommendations that can make campus offices safer and more secure.

Public Areas

Public areas include those areas in and around an office facility or area where the public would have authorization to access. It includes the front counter, main desk, waiting area and entry way where business is conducted within the office, as well as the hallway, lobby, public vending area and public restrooms.

Counter Areas

- Don't leave valuables unsecured on counter tops
- Don't leave cash registers/drawers unlocked
- Don't leave cash boxes unsecured or within reach of customers at the counter
- Don't leave valuables on counter tops over night

Hallways

- Don't leave valuables unsecured in the hallways
- Don't leave deliveries or supplies in the hallway for extended periods of time or overnight
- When returning borrowed items, never leave them in the hallway if the owner isn't in his/her office and the door is locked

Lobby

- Never leave valuables unsecured in a lobby, even for a few moments
- Report suspicious persons loitering in a lobby

Public Restrooms

- Don't forget outer garments (coat, jackets, sweaters, etc.) taken off while using the restroom
- Don't forget jewelry or other items taken off while washing hands
- Don't enter or remain in a darkened restroom

Private Areas/Restricted Areas

Private/Restricted areas are limited to authorized personnel.

1. Whenever possible, public areas should be restricted or separated from private areas by partitions, counters, etc. Post signs indicating private or authorized use only.
2. Don't leave valuables unsecured in the private area.
3. Mark or engrave all personal or institutional property of value and record serial numbers.
4. If you leave your work area or go out for lunch, ask a co-worker to watch your desk. Volunteer to do the same.
5. Lock your office door when you leave, even for "just a second."

6. Lock your purse in a cabinet or drawer. Simply placing your purse in an unlocked desk drawer is one of the least secure things you can do, because it's one of the first places a thief will look.
7. If the private area of your office is separated from the public area by a Dutch Door (door divided into top half and bottom half), keep the bottom half closed and secured.
8. If you see someone in your area you are not familiar with, ask "May I help you?" You may help someone who is lost or you may scare a potential thief away.
9. If you work alone in an isolated private office or frequently work nights or weekends, consider the following measures:
 - Keep the door leading to your office locked.
 - Install a through-the-door viewer in your office door.
 - Connect a duress alarm to the UAPD.
 - Install convex mirrors so you can see around corners or see who might be in the public office area.
 - Connect a door enunciator (with a gentle chime) so you are alerted when the outer office door is opened.

Reporting Suspicious Activity

Unauthorized persons in a building who are loitering or sitting in a reception area or walking down hallways looking into offices should be reported to The University of Arizona Police Department immediately. Try to obtain a good description. Quite often, these persons are looking for an opportunity for theft.

If you observe suspicious activity, dial 9-1-1.