

## Anti-Theft Tips

Preventing the theft of personal and college property is the joint responsibility of the Campus Security Department and the campus community. Most thefts are crimes of opportunity, so if you can reduce the opportunity for someone to steal your property, you reduce the likelihood it will occur. It is the most difficult crime for Campus Security to prevent, but the easiest crime for you to prevent.

Theft is the most common crime on campus, along with other colleges across the country, but there are things you can do to prevent it.

- Lock your office whenever you leave, even if you will only be gone for a minute.
- Keep your purse, wallet, money, stamps and other valuables in a secure location such as a locked desk, closet or filing cabinet.
- If you are entrusted with a key to a specific area, never loan it to anyone. Keys can be easily lost, stolen, or duplicated.
- Protect your property through Operation Identification by marking your valuables with identifying numbers.
- Immediately report any suspicious person loitering in your building to Campus Security.
- Report any broken or flickering lights, dimly lit corridors, doors or windows that don't lock properly, or broken windows.
- Report any missing or stolen items to Campus Security immediately.
- Each office should have an inventory of both college and personal effects that are kept on the premises. Initials or identification numbers should be recorded on the items because they make recovery and identification of stolen items

easier. An up-to-date record of all equipment out for repair or replaced should be kept.

Remember that crime prevention is a continuing cooperative effort that is the responsibility of each and every one of us who is a member of our campus community.