

Security Tips For The Office

Listed below are some tips for preventing theft of both personal and company property.

- ◆ Never allow strangers to be alone in your office. Report all suspicious activity. Challenge unknown people.
- ◆ Keep valuable items out of sight as much as possible. Don't leave purses out.
- ◆ Keep all company cash and checks locked in a secure container designed for that purpose.
- ◆ Keep all checkbooks, deposit tickets and credit cards locked in a secure area when not in use.
- ◆ Never leave wallets/pocketbooks in a coat which you hang in the office.
- ◆ Never leave your desk unlocked while you are away.
- ◆ Never leave incoming or outgoing mail on a desk, or where it is available to a sneak thief. Assign an office employee to put the outgoing mail in a post office mail box.
- ◆ Maintain good key and access card control.
- ◆ You are encouraged to join Operation Identification (612-673-2749).
- ◆ Be sure to record all serial numbers of your business office machines and mark your assigned ID number on those items that are likely to be stolen.
- ◆ 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.

**There are four words which help you
improve the security of your work place:
"May I help you?"**

Use them and encourage your co-employees to do the same.

VISION	
The City of Minneapolis is the safest place to live, work and visit.	
MISSION	
Implement effective prevention strategies and reduce crime in collaboration with the community and our criminal justice partners.	
VALUES	
1. Employees are our greatest asset	4. Excellence in serving the public
2. A workforce that reflects our community	5. Honesty and integrity
3. Protection of human rights	6. Community and community participation



For individuals with disabilities:

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