

6. None of the answers is correct. Never put an identifying tag on a key ring. Keep your office keys separate from your personal keys and don't leave them unattended in your desk.
7. All answers are correct. Immediately report these problems – don't wait for someone else to do it.

Other Crime Prevention Considerations:

- **Reception** - Area should be equipped with a panic button for emergencies and a lock on the front door that can be controlled.
- **Stairwells & Corridors** - Report any poorly lighted areas. Don't use stairs alone.
- **Open Offices** - Lock all offices, conference rooms, and storage rooms that are regularly unoccupied.
- **Elevators** - Don't get into elevators with people who look out-of-place or behave in a strange manner. Get off as soon as possible if you find yourself in an elevator with someone who makes you nervous.
- **Restrooms** - Make sure restrooms are locked and only employees have keys. Be cautious when using restrooms that are isolated or poorly lighted.
- **After Hours** - Don't work late alone. Lock your door. Notify security of your presence. Create a buddy system to walk to your car or ask security to escort you.



- **Parking Lots/Garages** - Choose a well-lighted parking garage. Lock your car and roll windows up all the way. Have your keys ready when you approach your car; check the floor and front and back seats before you get in. Don't carry so many items that you don't have your hands free. Lock your car as soon as you get in. Notify security of any strangers hanging around the lot or garage.
- **Visitors** - Challenge wandering or "lost" visitors and escort them to the right office. Watch out for people who open the wrong doors and pretend to be looking for a specific office or person. If they act nervous, remember their description and call security.
- **Be Discreet** - Don't advertise your social life or vacation plans to people visiting or calling your place of work.
- **Workplace Violence** - Is there a clear written policy that spells out procedures in cases of violence? Is the office secure? Do you have easy-to-use emergency buttons on the phone, panic buttons, sign-in policies for visitors, safe rooms, office access control and safety training?



CRIME PREVENTION in the WORKPLACE



For further information on crime prevention in the workplace and workplace violence, or to schedule a presentation, please call the Mesa Police Department at 480-644-2300 to speak with your crime prevention officer.

Mesa Police Department
www.mesaaz.gov/police



Almost any crime that can happen at home can happen in the workplace. Take the following quiz to assess your crime prevention skills at the office. (One, all, or none of the answers may be correct):

1. If you leave your office what should you do with your purse or wallet? What about other valuables?

- A. Put your purse under your desk or wallet in your jacket pocket
- B. Keep your purse or wallet with you or locked in a secure drawer
- C. Take extra cash and credit cards with you

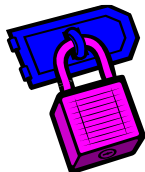


2. If you'll be away from your desk for a few minutes or out of the office for lunch, what is the best procedure to follow?

- A. Shut and lock your office door and let the phone ring
- B. Arrange for someone to sit at your desk and answer the phone
- C. Leave the door open and forward your calls to another office

3. To always know where the office money is, you should:

- A. Keep change or cash out of sight in a desk drawer
- B. Leave the coffee fund jar next to the coffee pot
- C. Lock all money in a secure desk or cabinet



4. When a repair person shows up to work in your office you should:

- A. Welcome them
- B. Ask for identification unless they are wearing a uniform
- C. Leave your office while the work is being done

5. What is the best way to remember computer passwords for your office?

- A. Write them on a slip of paper and tape it to the phone
- B. Write them on a slip of paper and tape it to the computer
- C. Memorize all passwords

6. How can you guard against losing your office keys?

- A. Put the keys on a ring with a tag giving your name and room number
- B. Carry all your office keys and personal keys on one ring
- C. Keep your office keys in your top drawer or on top of your desk



7. Which of the following should you report to maintenance?

- A. Broken lights, dimly lit restrooms; unlighted parking lot areas
- B. Doors and windows that don't lock; broken windows
- C. Overgrown shrubbery near doorways

ANSWERS:

1. "B" is correct. Desks, jackets, and briefcases are often the first place a thief will look. The best location is with you or locked in a drawer or closet. Leave extra cash, credit cards, or checkbook at home.
2. "B" is correct. Another good answer would be the first part of "A" and the last part of "C". Unanswered phones signal that the office is unoccupied. Forward your calls and lock the door. It's best to lock your door anytime you leave your office.
3. "C" is the best answer. Never leave valuables in an unlocked desk or cabinet. Keep your coffee or snack fund in a safe location in an area that is not secluded. Never post a sign naming the person responsible for collecting the money.
4. "B" is partially correct. Visually inspect ID badges; a uniform alone is not enough. Never leave a repairperson alone in your office. Do not allow property to be removed without a receipt and always check work orders carefully and verify them with a supervisor.
5. "C" is correct. You should also have a backup system when a co-worker is on leave or moves to a new job. Write their password on paper and put it inside a folder with their name or ID number and place in a lockable drawer or cabinet.