



BEAT THE THIEF!

One of the largest categories of crime on campus is theft. Whether it's a backpack left unattended or a window left open, *you* could become the victim of a theft. Remember, the campus environment is not immune from crime.

Not only does our university have the population of a small city, it's centralized in the San Fernando Valley. The campus is open to the public and allows access to areas like the Oviatt Library, Orange Grove and the general campus at large. With the day-to-day activities of students, faculty and staff, CSUN becomes much like its own city.

The following information is designed to call attention to areas of your workplace that can be made safer. Whether you are at home or at work, crime prevention is everyone's business. When you go to work, don't leave your crime prevention sense at home. Almost any crime that can happen at home or in your neighborhood can happen in the workplace.

By following a few helpful tips you can beat the thief and avoid becoming a victim!

Theft is a crime of opportunity

 **LOCK IT!** -OR **LOSE IT!**



OFFICE SAFETY

PERSONAL ITEMS

Some of the easiest items for a thief to steal are those which are small enough to hide inside a pocket-*like a wallet!*



- ⇒ When hanging up your coat *take valuables out* of your pockets and take them with you or lock them up.
- ⇒ Keep your purse and personal items in a locked desk or file cabinet.
- ⇒ Keep small items like calculators, radios & equipment locked away.

COMPUTERS & DATA SECURITY

Your indispensable computer has become a vault for the storage of personal and critical information-a prime target for today's technology-wise thief!

- ⇒ Register your valuables the **S.T.O.P. (Security Tracking of Office Property)** program, and consider also using a cable lock, bolting system, or alarm.

In the event there are several computer terminals or a concentration of equipment in one or more rooms, more elaborate security is suggested.

- ⇒ Log off or lock your keyboard when not in use. Install anti-virus/malware & firewalls and make sure your computer OS & Software are up-to-date.

This is the first line of defense in preventing a leak of personal information and the misuse of your computer!

- ⇒ Backup your personal data to a CD, DVD, or removable media.

This is essential to prevent loss of personal data in the event that your computer is lost or stolen.



WITHIN YOUR DEPARTMENT

Does your department have a procedure for petty cash? How about state keys? The loss of a state key can give a thief direct access into *your office!*



- ⇒ Keep complete, up-to-date records of the disposition of all office keys.
Issue keys to those who need them and set procedures for collecting keys from terminated employees.

- ⇒ Have one centralized secure location for your petty cash.
Consider a secured file in an inner office to lock your metal cash box or locking change bag.

- ⇒ Always lock doors & windows when you leave the area - if only for a minute.

Closed is NOT locked-a thief will know the difference!

- ⇒ If doors only have a locking knob or lever, request to have a deadbolt installed for additional security.

- ⇒ Report suspicious individuals.

See someone acting suspicious-wandering aimlessly or loitering in an office? If you're in doubt as to whether someone is on legitimate business, just ask, "May I help you?" Thieves often use a cover story and claim they work on campus. Once they have been confronted they usually leave the area. Note their description and call the police.

- ⇒ Protect your equipment.

Register your valuables with the **S.T.O.P. (Security Tracking of Office Property)** program. The S.T.O.P. security plate and warning sticker is a cost-effective theft deterrent & recovery program for computers, printers, office equipment, tablets, smart phones, etc. \$10 per item.



Call the Crime Prevention Unit today, for an appointment (818) 677-4997

Mark your valuables in some distinctive, obvious fashion.

Have your property engraved free of charge at the university police department. It's quick and helps to identify personal or department property (made of metal, plastic, glass or wood) with numbers, initials or designs.

For more information on computer security resources contact

**Information Technology (IT)
Police Services**

**818-677-1400
818-677-2111**