



Office Watch Program

You and your co-workers may want to establish an Office Watch Program for your building. This can be set up by office, section, or floor to help alert each other of unauthorized visitors or potential criminal activities. This program can follow the same guidelines as introduced in the Neighborhood Watch Circular.



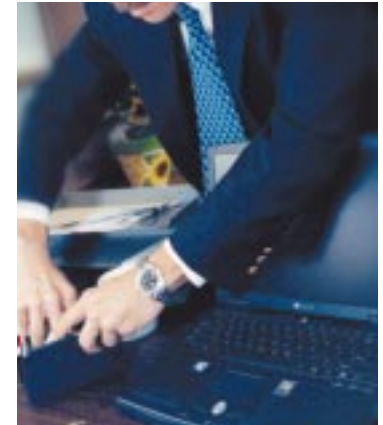
You may contact the Los Angeles Police Department by calling the following, toll free, at 1-877-ASK-LAPD (1-877-275-5273) or TTY 1-877-275-5273 for the hearing impaired. You may also obtain additional information on this subject, along with additional crime prevention tips, by visiting the Los Angeles Police Department's Web site at www.lapdonline.org and clicking on the "Crime Prevention Tips" icon.

Should you have information regarding a criminal investigation or activity, please contact your local police station or the LAPD crime hotline at 1-877-LAWFULL (1-877-529-3855).

Los Angeles Police Department
Community Relations Section
Crime Prevention Unit
150 North Los Angeles Street
Los Angeles, CA 90012
(213) 485-3134
www.lapdonline.org

Brochure designed by California State University Northridge Graphic Design students and faculty.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.



Office Creeper

www.lapdonline.org



The purpose of this brochure is to reduce the incidence of theft in the workplace, and to decrease workplace office burglaries, committed by individuals commonly referred to as the "Office Creeper." The "Office Creeper" is an individual who enters an office building, disguised as a fellow office worker or a stranger posing as a repair, delivery, cleaning or other service personnel. The "Office Creeper" could be male or female dressed in a suit and tie or in the attire that is appropriate for that work environment.

Suspicious Persons/Behaviors

If you see someone wandering, or appearing to be lost, in your building, ask if you can help him or her by asking simple questions such as, "May I help you?" or "Who are you here to see?" If the person has legitimate business in the building, he or she will appreciate your assistance. Escort them to the correct office, or to the "house phone" to call their intended contact. If not, ask the person to leave the building, but only if you feel comfortable doing so. If the person refuses to leave, call the police or building security. Be prepared to describe the person when you call the police. Learn your organization's safety guidelines and policies. Review them often.

The following are examples of behaviors that could be considered suspicious:

- An unfamiliar person going from room to room or office to office;
- A person standing in a hallway for a long period of time;
- A person waiting outside of the building near the time that the building will be opening or closing;
- Watch out for the "Head Popper." A "Head Popper" is an opportunistic thief or burglar who peers his/her head quickly into a room or opens a wrong door, pretending to look for a specific office or person. Their intention is to deprive the rightful owner of property (i.e., credit cards, money, car keys, laptop computer, etc.).

Tips to Help Stop Thefts

- Use keys, electronic access card and codes properly.
- Never share them with anyone;
- Report lost keys;
- Do not place personal identification on key rings
- Keep personal keys and office keys on separate key rings
- Never leave office keys, to locked cabinets or closets, in unlocked drawers or on open hooks;
- If you discover your keys missing, call your office security representative. Consider having locks rekeyed and new keys issued if they do not turn up;

When individuals leave their office(s), most "hide" their purses under their desks or in unlocked file drawers. Many men believe that leaving their wallets in their jacket pockets or briefcases is safe. That is the first place an "office creeper" looks and those few seconds can cause you grief.

- Keep your purse or wallet with you or locked in a secure drawer or cabinet. Position coat racks away from entrances or exits to minimize temptation.
- Leaving the office unlocked and allowing the telephones to ring is an invitation for the "Office Creeper" to enter.
- Lock the office or have someone sit in for you;
- Have calls forwarded to other offices or activate voice mail
- Secure laptop computers with a security cable locking device; and

- Secure all valuables, money, credit cards, personal checkbooks, and travel documents in a locked-file cabinet or drawer.
- Exercise caution when a repairperson shows up to work on, replace or remove office equipment.
- Make it a habit to visually inspect identification badges. The uniform is not always enough;
- Never leave a repair person alone, even if it is someone you know;
- Call the repair company or ask to see the work order for the location, and who approved the service call;
- Verify written orders for property to be removed from location; and
- Never allow repairs to security or communication equipment without verifying a written order from the appropriate supervising office.
- Keep track of office equipment and furniture.
- Legibly mark all office equipment with identifying numbers or tags. Markings can be made using paint, non-removable decals or engraving pens;
- Keep an up to date written inventory of your office equipment;
- Perform regular inventories on equipment; and
- Invest in a lock box for office keys.
- Keep information secure. Competition within the business world is on the rise, with large corporate takeovers and consolidations. With the help of high-speed computer systems and the World Wide Web, business espionage is at the forefront.
- Memorize the combinations and passwords for computers and safes;
- Never share your password(s);
- Have a backup system for use when a co-worker is on leave or moves to a new job and no one remembers the combinations or passwords;
- Make sure confidential files are secure at all times;
- Secure floppy disks and compact discs in locked cabinets; and
- Never load "outside" software unless you have permission and when you do be sure the program is checked for viruses.

